



<b>Job Title:</b>	Administrator
<b>Location:</b>	Lochgelly office, with occasional travel to other parts of Fife
<b>Level/Salary Range:</b>	£11-£12.50 depending on experience (with annual increases)
<b>Position type:</b>	Part-time, 20-24 hours per week (negotiable)
<b>Job Description</b>	
<p><b>ROLE AND RESPONSIBILITIES</b></p> <p>The successful candidate will provide business and administrative support to Restoration, a dynamic and growing community that provides safe and fun activities for people in recovery from substance misuse. The role is based in Lochgelly with occasional travel through Fife.</p> <ul style="list-style-type: none"> <li>• Work in collaboration with the project co-ordinator and other staff of the project, providing administrative and business support</li> <li>• Provide IT support and “back office” support to the frontline work of the organisation</li> <li>• Assist in the development of consistent and effective administrative processes in the organisation</li> <li>• Process all day-to-day financial transactions</li> <li>• Produce publicity materials and reports, both electronically and traditional methods</li> <li>• Support in funding applications</li> <li>• Support the team to build and maintain strong community relationships and networks throughout the national recovery networks</li> <li>• Support a growing and changing organisation as it moves into a new phase of its work</li> <li>• Undertake any other tasks when requested by the project co-ordinator</li> <li>• Maintain an orderly and welcoming office environment</li> </ul> <p><b>QUALIFICATIONS AND EDUCATION REQUIREMENTS</b></p> <p><b>Essential</b></p> <p>Good quality of secondary level education Recent personal or professional development</p> <p><b>Desirable</b></p> <p>Qualified to HND in administration or business studies (or experience to similar levels)</p> <p><b>ESSENTIAL SKILLS</b></p> <p>Ability to clearly and appropriately present information</p> <p>Excellent organizational skills – including working on short and long-term projects, developing own workplan, and being able to respond to shifting priorities</p> <p>Excellent IT skills including:</p>	

- Competency in full Microsoft Office Suite – Word, Excel, Outlook, and PowerPoint
- Managing online file structures
- Managing and creating databases
- Producing newsletters and online resources
- Ability to create and manage Excel documents

Strong accounting and mathematical abilities

Ability to analyse, organise, and present numerical data ensuring accuracy and confidentiality

Confident delivery of business support in a small team

Ability to speak to people from all walks of life

Experience improving and developing systems within the organisation and the ability to be flexible as the organisation grows

Experience of working in a finance role

Experience of dealing with the financial requirements associated with having several funding streams.

#### **DESIRABLE SKILLS**

Experience in monitoring and evaluating projects for funders and internal review

Ability to maintain and plan social media output on multiple platforms

Experience performing human relations work

Experience of working in a growing organisation

Experience on implementation of data protection schedules and policies

Experience of funding applications

Payroll administration

#### **PERSONAL QUALITIES**

Strong interpersonal skills

Ability to build and maintain relationships

Non-judgemental attitude, with a focus on hope and restoration of dignity to those people who are most marginalised

Creative thinking and accepting of change

Commitment to personal and professional development

Driven to see the team and community flourish

#### **ADDITIONAL NOTES**

Though this role is primarily administrative, the successful candidate must be willing to help out in the rest of the project to cover illness or holiday. This includes the opportunity to attend outdoor activities, peer cafes, and occasional national events.

Restoration is committed to family-friendly working, and therefore will give due consideration to flexible work patterns.

Restoration is an equal-opportunities employer, though preference is given to applicants with lived experience of recovery.

Because this role includes occasional support for frontline duties with a vulnerable community, PVG membership is required.

Successful applicants will be notified by email and invited for interview. Feedback will be provided to those who are invited to interview stage upon request. We are sorry, we do not have the resources to respond with feedback to all applicants.

Interviews will include both a verbal interview and a skills assessment on the day.

Please send your completed application to

[admin@restorationfife.org.uk](mailto:admin@restorationfife.org.uk)

or post to:

Restoration

Ore Valley Business Centre

93 Main Street

Lochgelly

KY5 9AF