



**Position Title:** Admin Worker

**Location:** Onsite – **Bingham Centre**, 31 Bingham Avenue, Edinburgh EH15 3HZ

**Reports To:** Line Manager / Trustee & Founder

**Contract Type:** Fixed term - Part Time (26 weeks)

**Start Date:** TBC (funding secured)

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### **Purpose of the Role**

The admin worker will provide support to ensure the smooth and efficient operation of Starpic Project. This role is responsible for managing communications, maintaining accurate and up-to-date records, and supporting a range of HR and project-related tasks. The postholder will also assist with meeting coordination, including scheduling, preparation of materials, and note-taking, contributing to the overall organisation and effectiveness of the project.

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### **Key Responsibilities**

- Access and respond to project emails promptly and professionally.
  - Answer incoming phone calls, take messages, and direct queries as appropriate.
  - Process and record data received via email onto relevant registers and group records.
  - Support the onboarding process by setting up new employees on BrightHR and maintaining accurate HR records.
  - Liaise with the CEO/Founder and other staff to ensure effective communication and coordination across the project.
  - Maintain filing systems, both electronic and paper-based, ensuring confidentiality and compliance with data protection regulations.
  - Pursue and support funding opportunities, including researching potential funders, drafting basic application materials, and assisting with monitoring and reporting requirements.
  - Prepare and submit reports on project activities, outcomes, and funding progress as required by the line manager or CEO.
  - Undertake any other administrative or project-related duties as required by the line manager.
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### **Person Specification**

#### **Essential Skills and Experience**

- Proven administrative experience in a similar role.
- Strong organisational and time management skills.
- Proficiency in Google docs and Microsoft Office applications (Word, Excel, Outlook).
- Excellent written and verbal communication skills.
- Attention to detail and accuracy in data handling.
- Ability to work independently and as part of a team.

#### **Desirable Skills and Experience**

- Experience using HR software such as BrightHR.
  - Knowledge of data protection and confidentiality procedures.
  - Experience working within a community or project-based environment.
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### **Key Working Relationships**

- CEO/Founder
- Trustees
- Line Manager
- Project Staff and Volunteers



- External Partners and Service Users (as required)
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### **Working Hours**

- Tuesday, Wednesday and Thursday 10:25 a.m. – 1:45:p.m.
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### **Salary**

- £29,250 (pro rata)
- 10 hour position is £7,800 paid annually
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### **Benefits**

- Starpic workwear provided
  - Access to relevant training and professional development opportunities.
  - Statutory holiday entitlement (pro rata).
  - Opportunity to be part of the Starpic family and contribute to meaningful community work.
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### **PVG Scheme**

This post is considered Regulated Work with Vulnerable Children and/or Protected Adults under the Protection of Vulnerable Groups (Scotland) Act 2007. Where applicable (age dependent), preferred candidates will be required to join the PVG Scheme or undergo a PVG Scheme update check upon receiving a formal offer from Starpic Project.

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### **Special Conditions**

Starpic Project is committed to creating a workplace culture where all employees feel valued, included, and able to perform at their best. We recognise and welcome the benefits that a diverse workforce with different values, beliefs, experiences, and backgrounds brings to our organisation.

### **Approval**

Prepared by: \_\_\_\_\_

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_