



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)

Purpose of the Role

The Admin Worker will provide comprehensive administrative support to ensure the smooth operation of the Starpic Project. The role involves managing communications, maintaining accurate records, and assisting with HR and project tasks and attending meetings.

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.

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: _____