

**ADMINISTRATION AND MARKETING OFFICER**

**JOB OUTLINE AND PERSON SPECIFICATION**

**Post:** **Administration and Marketing Officer**

**One year maternity cover**

**Reports to:** Chief Executive

**Place of work:** 14 Albany Street, Edinburgh EH1 3QB. Some home working may be possible.

**Salary:** Between £22,000 and £32,000 pro rata depending on experience and qualifications.

**Bonus:** An annual bonus of up to 10% may be paid for exceptional performance.

**Pension:** Up to 10% employer contribution subject to matched contributions by the employee.

**Hours:** Full time, 37.5 hours per week. May be reduced slightly by negotiation.

**Holiday:** 28 days per annum pro rata including bank holidays.

(We may be able to split the post into two roles: 0.6FTE Administration role and 0.4FTE Marketing role, depending on applications received.)

**SCOTTISH SCHOOLS PIPES AND DRUMS TRUST**

The Scottish Schools Pipes and Drums Trust is the national charity that helps introduce piping and drumming tuition to state schools, and supports the formation of school pipe bands. We provide cash grants, offer guidance, and lend bagpipes. The Trust also organises the Scottish Schools Pipe Band Championships, a national composition competition, and professional development for instructors.

The Trust was founded partly to help protect and expand Scotland’s musical heritage, but also to give young people opportunities to develop a unique set of skills for life, learning and work. Pipe bands encourage teamwork, self-confidence, camaraderie, resilience and commitment, as well as a sense of discipline and dress.

Whilst there is some piping and drumming tuition for Scottish state school pupils, the vast majority of young people do not have the chance to learn. The Scottish Schools Pipes and Drums Trust now works in 18 Local Education Authorities supporting tuition for over 2,300 pupils and is in the fortunate position of being able to expand its programmes. We partner a range of organisations that manage the delivery of tuition at a local or regional level – these include Local Education Authorities, Parent Councils, Schools, Community Pipe Bands, and voluntary Community Groups.

**JOB DESCRIPTION**

**Overview**

We are seeking a well organised individual with initiative, drive and commitment who is highly numerate with a keen eye for detail, and has marketing experience, to cover one year of maternity leave. The Administration aspects of the role involve most areas of charity administration but not payroll or book-keeping. Marketing will involve a wide range of communications including print, online, media, and exhibitions. We are a small team and the post-holder will play a key part in the charity’s operations and success. The role offers the post-holder experience of a wide range of activities that are required to run a successful and growing charity. Our office is in central Edinburgh. The post may be split into a part-time Administration, and a part-time Marketing role. Pay and pension are competitive. As the charity is expanding, there may be further job opportunities after the one-year period of maternity cover.

**ADMINISTRATION**

The post-holder will be responsible for managing an efficient and smooth-running office that supports all aspects of the Trust’s work, including day to day administration, to a high standard.

* **Grants administration**

Support the Chief Executive to manage the grants administration system, including circulating committee recommendations to Trustees; receiving and recording Trustee responses; issuing and filing grant agreements; scheduling payments and reports; liaising with grant-holders over reports and payments.

* **Committee support**

Liaise with Trust staff and associates, SSPDT committees, and the Colonel James Gardiner Fund committee, to schedule and service meetings, take minutes, provide information or related tasks.

* **Finance & procurement**

Process / issue invoices and track related payments.

Liaise with bank.

Record and bank cash.

Provide information to support book-keeper and auditors.

Process and record donations and correspond with donors.

Arrange insurance.

Obtain competitive quotes. Place orders and liaise with suppliers.

* **Charity regulations**

Provide information to HMRC, OSCR, and other key organisations as required to help ensure that SSPDT meets its statutory and legal obligations.

* **Human Resources**

Support the Chief Executive to compile appraisal documentation.

Update or draft contracts as required – depending on experience.

Liaise with pension providers.

Process time-sheets / employee expenses and pass on to payroll provider.

* **Other administrative tasks**

Field telephone calls, email enquiries and letters, respond to enquiries or direct to appropriate contact as appropriate.

Maintain an accurate and up-to-date filing system, on-line and in hard copy.

Develop and maintain contacts database.

Administrate a range of digital tools including Office 365.

Oversee contracted IT support to ensure that employees and contractors have required support.

Any other reasonable tasks to achieve the aims of the Trust.

**MARKETING**

The post-holder will communicate persuasively with a wide range of stakeholders. They may take responsibility for the activities below or be supported by the Chief Executive to achieve them, depending on experience. The core requirements for these activities are the ability to write fluently and accurately to engage a variety of audiences, good planning and organisation skills, and initiative. The post-holder will:

* Update the website and social media platforms with engaging content that raises awareness and increases followers.
* Write, produce and distribute to a range of stakeholders persuasive and engaging print materials such as the Annual Review, leaflets, flyers and exhibition material.
* Maintain and use a contact, photo and film library.
* Produce and distribute engaging media releases and liaise with the media to maximise coverage.
* Help to organise and promote the Scottish Schools Pipe Band Championships.
* Help to promote the work of the charity at exhibitions.
* Help to organise professional development and other events.
* Organise and promote Piping Hit 2019.
* Ensure that all activities comply with GDPR and other relevant legislation.

**PERSON SPECIFICATION**

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| **Essential** | **Desirable** |
| **PROFESSIONAL/ EDUCATIONAL QUALIFICATIONS** |  |
| Degree  Higher Maths  Higher English | Marketing communications qualification.  Finance, administration or project management qualification. |
| **RELEVANT EXPERIENCE** |  |
| At least two years of office-based experience in administration.  At least two years of marketing experience. | Experience of piping and/or pipe band drumming/ pipe bands  Experience of charity administration. |
| **SPECIAL KNOWLEDGE/ SKILLS** |  |
| Exceptional attention to detail.  Excellent written communication skills.  Excellent Microsoft Office skills  Able to type accurately at speed  Proven ability to work to deadlines, and to plan and prioritise effectively | Can use social media to engage audiences.  Knowledge of website development and updating.  Knowledge of on-line marketing tools.  Can write and produce a wide range of marketing collateral.  Experience of generating media coverage.  Experience of organising events and/or competitions. |
| **PERSONAL QUALITIES** |  |
| Excellent organisational skills and highly efficient  Exceptional attention to detail  Innovative, resourceful, proactive and etermined to achieve and succeed  Works well both in a team and independently  Confident and self-motivated |  |
| **OTHER JOB-RELATED REQUIREMENTS** |  |
|  | Driving licence and access to own vehicle. |

**APPLICATIONS**

Please send your CV and a covering letter outlining what you can bring to the post, and what you will gain from it, to [info@sspdt.org.uk](mailto:info@sspdt.org.uk)

**Closing date:** 30 April 2018

Interviews will be held on Friday 4 May 2018.

If you would like to discuss the role, please contact Alex Duncan at alex.duncan@sspdt.org.uk