

JOB TITLE: ADMINISTRATION & PROJECTS OFFICER

REPORTS TO: CHIEF EXECUTIVE

SALARY: ~£24,000 PER ANNUM PRO RATA

HOURS: 0.6 FTE (22.5 HOURS PER WEEK). *FLEX FOR THE RIGHT CANDIDATE*

CONTRACT: PERMANENT

LOCATION: THE CABRACH TRUST, INVERHARROCH FARM, LOWER CABRACH

ANNUAL LEAVE: 25 DAYS PLUS 9 STATUTORY HOLIDAYS (TOTAL 34 DAYS PRO RATA)

PURPOSE: Provide administrative, project, and finance support to The Cabrach Trust, working closely with both Head of Finance and Community & Development Manager, reporting directly to the Chief Executive. Maintain high standards across all areas of the activity, including executive support, administration, and finance duties, coordinating the Trust's portfolio of land and properties, alongside project support as required.

ABOUT: The Cabrach Trust was formed in 2013 with a vision to regenerate the Cabrach as a thriving, sustainable community with its heritage and place in Scottish history celebrated and shared by all. The Cabrach Trust is a registered charity (No: SC043771) and company limited by guarantee. The Trust has a wholly owned trading subsidiary, The Cabrach Distillery CIC. Each of the two legal entities has its own distinctive governance structure and board, supporting the mission and overall success of the group.

This role is central to the smooth running and operations of the Trust. We are looking for a suitably experienced professional, with a can-do attitude, to join our small, committed team. This individual will be responsible for coordinating a varied remit, central to the smooth operation of the Trust, ensuring adherence to health & safety and relevant legislation.

The ideal candidate will be a committed individual, with an adaptable and flexible attitude. An individual who shares an affinity with the purpose and ethos which underpins The Cabrach Trust's regeneration vision for the area, with a commitment to bringing about positive social change.

DUTIES INCLUDE:

Act as the first port of call by email, phone, and direct contact for visitors.

Support document control and the Trust's 'paper free' approach.

Coordinate and administer the procurement of goods or services in accordance with the Trust's policies and procedures.

Provide support to the CEO where required, including meeting and event coordination and scheduling of both governance and strategic stakeholder meetings.

Provide support to the Head of Finance, including accounts payable and processing, accounts receivable and processing, and other financial admin tasks.

Provide support to the Community & Development Manager, including coordination of resources and tasks to ensure quality project delivery, within agreed timescales and budgets.

Ensure that all statutory requirements for the properties are met, including insurance, leases, licences, etc.

Liaise with suppliers to arrange and manage maintenance and repairs, ensuring best value for money.

Carry out and document property checks as agreed with the CEO and manage and implement any agreed actions arising from these checks.

Support the Trust's 'Approach to Safety', in line with both company and external regulatory requirements, inputting to improvement initiatives as required.

Experience of database use is preferable, although training can be provided.

GENERAL:

Play an ambassadorial role for the Trust.

Ensure compliance with statutory reporting requirements, H&S policies, and other regulatory policies and procedures.

Any other duties commensurate with the role.

APPLYING:

Closing date for applications is Friday 3rd May 2024.

Interviews proposed w/c May 13th.

For an informal conversation call 01466 702103 & speak to a member of the team.

Please submit both Cover Letter and CV to jonathan.christie@cabrachtrust.org.