

Section A: POST DETAILS	
Post Title:	Office Manager
Location:	Stirling
Reports to:	Stirling City Heritage Trust Manager
Salary:	£28,000 – £30,000 dependant on experience (37hour FTE) dependant on experience. Note: salary will be adjusted pro-rata for 20 hours.
Hours/ Work Pattern:	20hrs per week; working arrangements to be agreed with successful candidate (Occasional working outwith office hours is required).
Type of Contract:	Part time, Fixed Term Contract to 31 March 2023 with possibility of extension, subject to funding.
Probationary period	3 months

Section B: Organisation

Stirling City Heritage Trust (SCHT) is a Scottish charity and company limited by guarantee set up in December 2004. One of 7 City Heritage Trusts operating in Scotland, SCHT is funded by Historic Environment Scotland (HES) and Stirling Council.

The Trust is governed by a Board of Directors and run day-to-day by a Trust Manager. As SCHT Officer Manager, you will be an integral part of the SCHT team comprising 3 full time Traditional Buildings Health Check staff, the SCHT Grants & Outreach Officer and the SCHT Manager. Within the team you will be required to work independently and proactively, albeit under the overall guidance of the SCHT Manager.

SCHT operates a repair grant, delivers outreach and education events and works with local partners and organisations on a variety of heritage-related projects. SCHT delivers the Traditional Buildings Health Check scheme (TBHC).

The TBHC is a unique building care service, the first of its kind in Scotland, managed by Stirling City Heritage Trust in partnership with Historic Environment Scotland. The service commenced as a 5-year pilot (from April 2013-March 2018) and has continued as a core activity of the Trust. This proactive maintenance scheme has established a membership service available to all owners of traditional properties in the City of Stirling. The service is based on the ethos that prevention is better than cure, and that regular and systematic building maintenance is vital.

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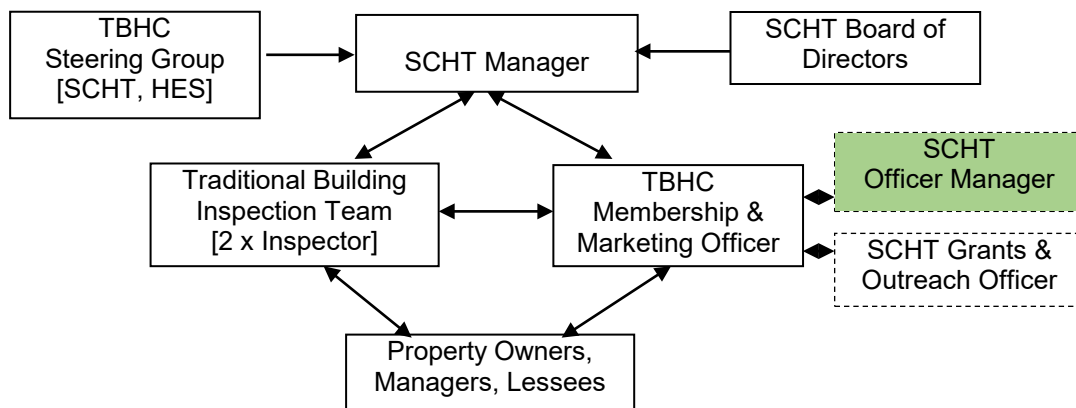
Section C: PURPOSE OF THE ROLE

The Office Manager is the backbone of this dynamic small charity, fulfilling a critical administrative role to support both the Trust Manager and SCHT Board, including governance, personnel and finance.

The Office Manager is responsible for the smooth running of the office premises, business and charity, providing administrative and organisational support, finance processing functions and administration of health & safety policy.

The post holder will require to demonstrate a high level of initiative and be able to organise and prioritise work demands.

Section D: ORGANISATIONAL & PROJECT RELATIONSHIP



Section E: KEY DUTIES AND RESPONSIBILITIES

This section provides detail of the main responsibilities / accountabilities. Individual tasks may be included. Note, these are illustrative only and are not exhaustive.

1. Administrative

- Organise and prepare agendas and papers for the AGM, Board meetings and other sub-committees; follow up as appropriate and co-ordinate actions.
- Take minutes and ensure that all formal meetings are properly constituted and in compliance with the Trust's articles.
- Assist with the preparation of other papers and reports, attend and minute meetings as required by the Trust Manager.
- Advise the Trust Manager on matters to be put to the Board and sub-committees.
- Liaise with Trust Board as required, brief and support as necessary.
- Liaise with external regulators and advisers (e.g. lawyers and auditors) as required.
- Provide general support to the Trust Manager.

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2. Corporate governance

Oversee corporate governance ensuring SCHAT complies with regulatory requirements, standards and best practice including:

- Responsible for ongoing review of Trust governance including periodic review of existing policies and creation of any new policies as required.
- Oversee and develop the systems that monitor and ensure compliance with legal requirements (including Data Protection and Freedom of Information) and the Trust's Articles.
- Review developments in corporate governance, charitable and other relevant legislation, bring to the attention of the Board and take appropriate action.
- Maintain the statutory registers (e.g. register of directors) and adhere to Companies House filing requirements.
- Coordinate Trustee recruitment when required.
- Maintain an up to date induction pack for new Trustees, advise and assist Trustees in respect of their legal duties and responsibilities.
- Prepare and submit annual return to OSCR.
- Ensure compliance with requirements of Companies House, OSCR and HMRC, and public and professional insurances.

3. HR / Personnel

First point of contact for HR and personnel matters, supported by the Trust Manager and Board including:

- Oversight of all SCHAT's HR policies and procedures, including maintenance of personnel records, recording sickness absences, performance reviews and the management of contracts of employment.
- Support in the recruitment of new staff, including induction.
- Co-ordinate staff development and training opportunities.
- Implement and monitor staff policies.
- Undertake role of Health & Safety Administrator and ensure compliance with SCHAT's Health and Safety Policy. Report to SCHAT's H&S committee as required.
- Review and update health and safety policies and risk assessments regularly and ensure procedures are observed.
- Management of payroll, HMRC and Auto-enrolment pension requirements for staff with external service provider.

4. Finance

- Book keeping (SAGE) including processing payment of invoices and collating financial records for the Trust Manager.
- Liaise with external accountant.
- Contribute to improvements and efficiencies of accounting systems and financial controls.
- Monitor petty cash use.

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5. Office management

Responsibility for management of the SCHAT office including:

- Office lease, utilities, equipment, supplies and insurance.
- Effective administration of filing, records management and archiving.

Section F: COMMUNICATIONS

Internal: Stirling City Heritage Trust Manager, Traditional Buildings Health Check staff, External Consultants engaged by the Trust, Trust Board of Trustees.

External: Funders; professionals engaged by SCHAT e.g. accountant, auditor, payroll, pension provider; national organisations such as OSCR, Companies House.

Section G: DEMANDS

- Ability to work in a small team.
- Self-motivation and a 'can-do' attitude are essential.
- Excellent organisational skills with a strong ability to prioritise, plan and manage your own workload in a self-led role.
- Excellent level of computer literacy. Your computer skills should be at a level whereby you can competently use MS Word, MS PowerPoint, MS Excel, MS Outlook Calendar,
- Good written skills.
- Excellent communication skills to interact with a broad range of people, including local and national stakeholders.
- The nature of the project will require a flexible approach to the role and a willingness to help out within the small team whenever needed.

Section H: WORKING ENVIRONMENT

- The post is mainly office based, with occasional attendance at meetings or events will be required at a variety of locations.
- Out of hours working is required on an ad-hoc basis, for example evening Board meetings. Ability to be flexible in working hours should the job dictate.
- The post requires flexibility to meet tight deadlines and deliver required outputs.
- You will be based in the SCHAT office (unless Covid-19 restrictions require home-working). The Trust is currently trialling hybrid working and there may be options to work at home for part of the working week.
- Refer to the Occupation Health Job Analysis Form for further details.

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Section I: REQUIRED SKILLS, EXPERIENCE AND KNOWLEDGE

The post holder will have:-

Essential:-

- Business Administration Qualification, or significant relevant experience.
- Previous office management experience.
- Experience and knowledge of basic HR procedures.
- Excellent I.T. skills to produce accurate and well-presented work. Your computer skills should be at a level whereby you can competently use MS Word, MS Excel, MS PowerPoint, MS Outlook Calendar.
- Excellent numerical skills. Experience in electronic book keeping (SAGE) and financial record keeping.
- Knowledge of GDPR.
- Excellent written skills. You should be familiar with writing regular correspondence, minutes and short papers.
- Excellent communications skills to speak with a broad range of people, from SCHAT staff to national funding organisations.
- Excellent interpersonal and influencing skills
- Ability to work under broad direction with full accountability for own work. Work efficiently and effectively individually, and as part of a small team.
- Self-motivation and excellent organisational skills. Ability to prioritise effectively, forward plan and manage your own workload in a self-led role. Deliver against tight deadlines.
- An enthusiastic approach to feed into the development of the Trust.
- Exercise sound judgment and discretion in dealing with relevant matters and always act with honesty, integrity and respect.

Desirable:-

- SQA or equivalent qualification in English at Higher level.
- Experience of working with charities, voluntary Boards and committees
- H&S experience

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Section J: FURTHER INFORMATION

Please read this Job Description in conjunction with the following application information:

- **Application Form**
- **Occupational Health Job Analysis Form**
- **Equal Opportunities Monitoring Form**
- **Job Applicant Privacy Notice**
- **SCHT/TBHC information sheet**
- **Open letter**

Please note appointment to the post will be subject to the successful candidate completing a Health Questionnaire and providing satisfactory references.

Closing date for applications: Thursday 4 August 2022 at 12 noon

Interview Date: Week beginning 8 August 2022 (to be advised)

Appointment start date: as soon as possible

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