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| **Voluntary Groups Sutherland** |
| ***Lairg Community Centre, Main Street, Lairg, IV27 4DB*** |
| *Tel: 01408 633001 E-mail:* [*contact@vgs.scot*](mailto:contact@vgs.scot) *Website:* [*www.vgs.scot*](http://www.vgs.scot)  *Facebook: https://www.facebook.com/VoluntaryGroups* |

**Recruitment Pack:**

**Administration Officer**

**Background Information**

VGS is a delivery agent for the Highland Third Sector Interface (HTSI)\*, and exists to support the voluntary sector in Sutherland

Sutherland has a population of approximately 13,000 people covering 2,300 square miles, and voluntary sector activity is high.  It is a sparsely populated area within the Highland Council local authority.  It has small, scattered townships none of which has a population greater than 2000.  There are no large towns or centres in Sutherland.

Voluntary Groups Sutherland was formed in 1973 – it started of just covering the East and Central Sutherland area and became Sutherland-wide in March 2019.

Its main core funding comes from the Scottish Government via the HTSI. In April 2011, VGS became a delivery partner for the Highland Third Sector Interface (HTSI) which consists of 6 organisations (including the HTSI, itself) across Highland. Each organisation retains its autonomy, but will work in partnership to deliver four functions. This will be achieved through contracts between the HTSI and each delivery partner organisation.

The functions are:

* Be a central source of knowledge of the third sector locally
* Voice – ensuring a strong third sector voice
* Build capacity of community groups to achieve positive change
* Connect – providing support for local third sector to better respond to local priorities including through partnership and collaboration

(for more information:- [Highland Third Sector Interface (HTSI)](https://www.highlandtsi.org.uk/)

VGS is a company limited by guarantee with a board of directors elected from the membership at the AGM.  Each director may serve for up to three years and is eligible for re-election after that period.

It is recognised as a Scottish Charity - SC001528.

Its current role is to support the voluntary sector in Sutherland through practical and advisory services which include:

Representation

Dissemination of information

Surveys of need

Coaching / Help setup of new activities and services

Networking and working in partnership with other agencies

Advice on good practice for management and employment in the voluntary sector

Advice on sources of funding, fundraising, constitutions, charitable status

Support to emerging new groups / Office support and services

* 140 local voluntary groups became members of Voluntary Groups Sutherland in 2024/25.  The breadth and diversity of activity is inspirational, ranging from small local groups to branches of national organisations.

THE PURPOSES OF VGS ARE:

to promote for the benefit of the public within Sutherland:-

* 1. Advancement of citizenship and community development, including rural and urban regeneration and the promotion of civic responsibility, volunteering, the voluntary sector and the effectiveness and efficiency of charities
  2. Advancement of Education
  3. Prevention and Relief of Poverty
  4. any other purpose that may reasonably be regarded as analogous to any of the preceding purposes (eg relief of unemployment)

We aim:-

* To encourage people to participate in voluntary work.
* To assist Voluntary Organisations and help them respond to changes and needs.
* To provide practical and advisory services to members and to the public.
* To liaise with Voluntary Organisations and Statutory Bodies to promote communication and co-operation, facilitating connection between community planning partnership and the third sector
* To encourage support from private and public bodies for the voluntary effort in Sutherland.

Other useful websites:-

<https://www.scdc.org.uk/what/national-standards>

<https://www.oscr.org.uk/>

<https://scvo.scot/>

<https://highlandcpp.org.uk/community-partnerships/sutherland-community-partnership/#:~:text=About%20Sutherland%20Community%20Partnership&text=Bringing%20together%20public%20sector%20partners,local%20priorities%20and%20coordinated%20actions>.

***\*What is HTSI?***

*Highland Third Sector Interface provides a single point of access for support and advice for the Third Sector within Highland Council area. They have an outcome framework that they have to work within, but how that is done is very much based on local need and diversity within the geography and nature of the Third Sector in that area.* [*https://www.gov.scot/publications/third-sector-interface-outcome-framework-september-2018/*](https://www.gov.scot/publications/third-sector-interface-outcome-framework-september-2018/)

**ROLE DESCRIPTION**

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| Title of Post: | Administration Officer |
| Hours of Work: | 10 hours per week to be worked within normal working hours worked over 2 days with flexibility to work some Fridays. (Normal office hours are from 9.00 to 17.00 with an hour for lunch (unpaid), Monday to Friday)  At times there will be a rare need to work in the evenings and at weekends therefore a high degree of flexibility may be required in working hours, for which time off in lieu is allowed. |
| Duration of Post: | Permanent, is subject to funding. There is a probationary period of 6 months. |
| Remuneration: | £24406 pro rata (£13.41 per hour)  Work related travel costs: as per HMRC mileage rate, i.e. 45p currently. Commuting between home and the main office mileage is not covered. |
| Area of Remit: | Sutherland and Edderton. |
| Location: | Base is Lairg Community Centre, Main Street, Lairg, IV27 4DB. Hybrid options available – please contact us to discuss. |
| Employer: | Voluntary Groups Sutherland |
| Supervision: | Post holder to be line-managed by the VGS Chief Officer |
| Support: | VGS Chief Officer and the Board of Directors |
| Role: | The position overview is to assist and support the Chief Officer deliver the following functions:-   * Be a central source of knowledge of the third sector locally * Voice – ensuring a strong third sector voice * Build capacity of community groups to achieve positive change * Connect – providing support for local third sector to better respond to local priorities including through partnership and collaboration |

**MAIN TASKS**

* The Administration Officer is responsible for general office duties, maintaining membership records, manning the office and answering enquiries. Develop efficient systems where appropriate.
* Providing a range of general office duties on a daily basis including filing, typing, record-keeping, issuing receipts and invoices.
* Co-ordinating a range of membership services including issue of membership information on services offered: word-processing, scanning of documents, comb-binding, laminating, use of lotteries licence, desk-top publishing - i.e. design of posters, leaflets, etc. These services to be carried out by appointment.
* Taking minutes at Board meetings, the AGM, and special/public meetings which may be called from time to time. Ensuring that minutes and agendas are distributed to all appropriate participants in advance of meetings.
* Specific project work as delegated by the Chief Officer. This will include assisting with maintaining and monitoring records for funding schemes, minute taking for other non VGS meetings, facebook interactions, and other project work as they arise.
* Support the undertaking of independent examination of annual report and accounts for small charities and organisations. Maintaining records for group compliance.
* Maintain accurate and up to date records using the Charity Log database and any other data system as used by VGS
* Do all such additional work that will ensure efficient delivery of the organisation’s objectives and the HTSI Workplan.
* All Staff Duties: To prepare and assist with reports, articles, and any VGS monitoring requirements. To attend staff and other meetings of VGS as required.

**PERSON SPECIFICATION**

Applicants should be able to demonstrate the following:

* 1. Good standard of education with a minimum of Standard Grade or equivalent in English and Maths.

* 1. Previous experience working in an administrative role for a minimum of 2 years.
  2. Extensive Computer and IT skills including – Microsoft 365 (Outlook, Word, Excel, Forms, Teams), Zoom, Facebook. (Word and Excel will be used daily. We are striving for a paperless office.)
  3. Experience of maintaining records for reporting and monitoring purposes
  4. The ability to build and maintain a network, making contacts and building a knowledge base about organisations and people.
  5. Excellent communication skill, including the ability to confidently communicate with people from diverse backgrounds in a warm, patient and sensitive way.
  6. A team player with a strong motivation to resolve problems and help others achieve outcomes.
  7. A confident self-starter who can work to your own initiative to make decisions about workload, priorities, and meeting deadlines.
  8. A flexible approach to meet the demands of a varied administrative workload across different areas of work.
  9. A responsible individual who understands the importance of dealing with sensitive and confidential information and understanding of general GDPR compliance and cyber awareness.
  10. Experience of coordinating and organising meetings and events would be desirable.
  11. Knowledge of the third sector, ideally within Sutherland and/or a rural area would be desirable.

**ADDITIONAL REQUIREMENTS**

There may be a rare requirement at times to travel within Sutherland.

All offers of employment are subject to satisfactory references first being obtained. Referees will be contacted following conditional offer of employment at interview stage.

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| A purple and white logo  AI-generated content may be incorrect.**Voluntary Groups Sutherland** |
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**Administration Officer**

**Application Form**

10 hours per week – Permanent, subject to funding

Salary: £13.41 per hour

Closing Date: 12 noon Friday, 1st August 2025

Interviews planned for week beginning 18th August 2025 in person at the Lairg Community Centre.

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| Full Name:- |
| Home Address:- |
| Post Code:- |
|  |
| Home Phone:- |
| Mobile Phone:- |
| Email:- |
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| Where did you see this post advertised:- |

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| **Relevant education, professional or vocational training etc.**  (Please give details of qualifications and training obtained by you that are relevant to this post.) |

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| Current Employment  Present / most recent employer  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Job Title\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date of taking up post\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date of leaving post (if relevant)\_\_\_\_\_\_\_\_\_\_\_\_\_  Salary\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Brief description of your responsibilities: |

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| Previous Employment  Employer\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Job Title\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date of leaving post (if relevant)\_\_\_\_\_\_\_\_\_\_\_\_\_  Reason for leaving:    Brief description of your responsibilities:  Employer\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Job Title\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date of leaving post (if relevant)\_\_\_\_\_\_\_\_\_\_\_\_\_  Reason for leaving:    Brief description of your responsibilities: |

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| **How well do you meet our Person Specification?** |
| Guidelines: This is the most important section and will give us specific information in support of your application. You must be able to demonstrate that you can satisfy each and every aspect of the Person Specification. It will not be sufficient to duplicate what the Person Specification states. For example, if the Person Specification asks for “ability to” or “commitment to” you will be required to demonstrate positively your ability, commitment etc by reference to your academic, professional, voluntary or personal experience. |
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| **Other relevant information which would support your application**  This may include previous employment, volunteering, membership of professional bodies, life experience or special interests relevant to this post. |

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| **References:** Please give names and addresses of two referees, one of whom should be your present/most recent employer. References will only be taken up for the successful applicant. | |
| Name: | Name: |
| Address: | Address: |
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| Email: | Email: |
| Relationship  to Applicant: | Relationship  to Applicant: |

**Right to Work in UK:**

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| **Are there any restrictions to your residence in the UK which might affect your right to take up employment?**  **Yes**  ⬜ **No ⬜**  If yes, please provide details: |
| **If you are successful in your application, will you require a work permit prior to taking up employment?**  **Yes** ⬜ **No ⬜** |

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| I hereby apply for the post of Development Officer  *I confirm that the above information is complete and correct and that any untrue or misleading information will give the employer the right to reject my application, to withdraw any employment contract offered, or, if employed, dismiss without notice****.***  **Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

Return completed application form by 12noon on 1st August 2025 to

Christine Ross, Chief Officer

VGS, Lairg Community Centre, Main Street, Lairg, IV27 4DB

or email: christine@vgs.scot