



HIGHLAND
THIRD
SECTOR
INTERFACE

Admin Officer (Funding)

Recruitment Pack

Closing Date: **7th April 2025**

Hello,



Thank you for your interest in working here at HTSI!

We know that we are biased but working here at the Highland Third Sector Interface is a great experience. We care about our staff team and whether this is just the next step in realising your ambitions to change the world or you want to make a change in your career and experience something new, we have a lot to offer.

As part of the HTSI team you will find that we first of all treat you with dignity, we trust you and we believe that you are capable of doing great things. You will be expected to do your role well, to take responsibility and ownership for your work and its outcomes, but you will also receive support and access to training.

Creativity and initiative are highly valued as we believe that it makes a team stronger and that as individuals we are better problem solvers.

We are looking for someone who wants both the chance to make a difference and to experience a working life that is flexible, challenging, rewarding and respectful. This particular post is looking for someone who is methodical, detail orientated and who really appreciates the importance of the funding relationship to the outcomes our Members make.

I genuinely look forward to hearing from you and hope to see you through our recruitment process.

Mhairi (Chief Officer)



About Us.

The Highland Third Sector Interface started work in late 2012 and officially launched early 2013. We are funded by the Scottish Government, among others, and are one of a network of 32 other 'Third Sector Interfaces' across Scotland.

What is a TSI?

A Third Sector Interface provides a single point of access for support and advice for the Third Sector within a local 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.

What is the Third Sector

The Third Sector is a generally under used term that encompasses a wide range of charitable, not-for profit enterprise, voluntary led, voluntary involving, unconstituted, constituted, community focused or community interest organisations. It is complex, unique and challenging, while also passionate, grounded and at times a little political. You certainly are never bored working in the breadth and depth of the Third Sector.

Our Themes Of Work:

Be a Central Source of Knowledge



- The Third Sector locally
- Local and national policy and how it might affect local Third Sector
- Communities and citizen
- How the Third sector can contribute to those agendas

Dependent on Local Context



- Local needs and what others are doing

Voice



- Ensuring a strong Third Sector voice
- Voice at a strategic level within local planning structures and nationally
- Running Forums

Build Capacity



- Developing the capacity of volunteering, community groups, voluntary organisations and social enterprise to achieve positive change

Connect



- Providing leadership, vision and partnership and collaboration
- Co-ordination to the local third sector to better respond to local priorities, including through partnership and collaboration

Our Vision:

“Through the support and advocacy of HTSI ,the Third Sector in Highland will be strong, valued and invested in by our communities, statutory partners and businesses. They will have a powerful voice and representation in the development, planning and, where appropriate, delivery of local services.”

£710,528

**Scottish Government
TSI Funding**



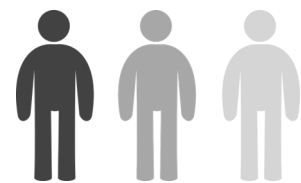
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Online Training Platform



**5 Regionally
Commissioned
Partners**

**22 Staff
Members**



**Hosting four projects on
behalf of Partnerships
in Highland**



**8 Board
Members**



**8 Third Sector Forums for
peer support**

**400+
Members**



Working At HTSI.

Our Place Of Work

The majority of the team are based directly from the main HTSI Office in Dingwall, including this post. Many of the team based there have the flexibility to work informally from home when possible and with the agreement of their line manager, though attendance in the office is expected at times.

We do have teams working from the Police Station in Inverness, a few individuals who are formally based from home and others based from our social Café 1668 on Church Street in Inverness.

Benefits

We endeavor to provide our team with the best package that we are able to offer, this includes:

- 30hr fulltime working week
- 28 days annual leave plus an additional 11 days public holidays, including office closure over Christmas and New Year (pro rata for part time staff)
- Flexibility to accommodate long term health conditions with working pattern and to work around medical appointments
- Employer Pension Contribution of 5%
- Flexibility to accommodate caring responsibilities as far as possible and reasonable
- Enhanced Maternity, paternity, adoption and shared parental leave
- Enhanced sick leave
- Access to training and development
- Robust support and supervision
- Free parking on site in Dingwall and access to expense cover for mileage, subsistence and sundry items connected to undertaking your role

About This Role.

Job Title	Admin Officer (Funding)
Hours	25 Hours a Week
Salary	Starting Salary £23,801.19*
Line Manager	Senior Development Officer (SDO) Funding and Fundraising
Contract type	Initially fixed for one year, continuation is subject to funding
Location	Dingwall Office Based, some flexibility

* Salaries are usually subject to annual cost of living uplifts in April in addition to the incremental increases where applicable.

Purpose:

The post will provide support and administration for the work undertaken within HTSI around funding distribution to groups. This will include supporting the sharing of information, scheduling of relevant events and sessions, report gathering and support the evaluation and assurance work around each of the different funds. The post holder will be expected to maintain records, provide services and support to funded organisations and to take part in meetings and panels. They will also work with the HTSI Office and Finance Manager to ensure that finance processes are followed competently in the processing of funds.

Responsibilities:

Funding Process

- Maintaining records of applications, updating with status and liaising with the SDO around changes as and when they occur
- Preparing paperwork and maintaining records for and assisting with arrangements for funding panels.
- Maintaining records of successful applications, managing reporting processes and collating reports as necessary

Finance

- Tracking spending commitments associated with different funds.
- Issuing agreed funding decisions and ensuring information provided for payments to be processed.
- Supporting audit processes within HTSI by maintaining accurate records and working

within finance procedures and policies.

Development

- Supporting the development of information, advice and support tools to Members in conjunction with the SDO and Development Officer (Digital).
- Provide support to training and briefing sessions as required, specifically in the planning and reporting of but not exclusively.

As a team member

- Work collectively across the wider HTSI collaboratively, respectfully, fairly and honestly; always undertaking to represent the organisation appropriately and with the integrity expected by HTSI.
- Undertake any other reasonable task

About You.

Qualifications and Training:

- Good standard of education with a minimum of standard grade or equivalent in English and math
- Evidence that you take your own personal and professional development seriously, i.e. engagement with professional training
- Preferably, a qualification or equivalent experience in business administration and/or customer services

Experience:

- Experience of working in an office environment for a minimum of two years
- Experience of maintaining records for reporting and monitoring purposes
- Extensive experience of working with Microsoft packages, including word, PowerPoint, excel and Outlook.

Knowledge, Skills and Abilities:

- Excellent written skills, including the ability to write reports and proof read documents.
- Excellent spoken communication skills, including the confidence to speak to people over the phone regularly if required.
- The ability to take competent action based notes from meetings held in person and online.
- Ability to use online survey tools and willingness to learn new systems.
- The ability to work unsupervised but within a team and a teamwork environment.
- Strong attention to detail is necessary and the ability to take ownership of your work.
- Knowledge of confidentiality requirements, business sensitivity and the management of personal data.

Your values and behaviours

- Self-starter, proactive and an excellent organiser with the ability to work unsupervised.
- Good interpersonal skills – flexibility for different audiences, tact, diplomacy, adaptability.
- Honesty and integrity, the ability to develop trusting relationships with work colleagues
- Approachable, confident and at ease with others.
- Ability to work and lead as part of a team and under pressure
- Commitment to the principles of confidentiality, and equality of opportunity

How To Apply.

We want applicants who are comfortable talking about how they have used their skills, knowledge and abilities. Please make sure to include a focus on your own responsibilities, activities and outcomes you have achieved or lessons you have learned in your application.

Key Dates in the process:

Applications deadline: **10am on the 7th April 2025.**

Interviews are provisionally scheduled for the **16th of April**, in person preferably but via MS teams as an alternative at need and by agreement

If you have any questions:

Questions are perfectly normal and especially if you want to understand how flexible, flexible is, or what scope for adjusting the starting salary there is for more experience. In the first instance please call the office **01349 864 289** and ask for Mhairi or Hannah, alternatively email **recruitment@highlandtsi.org.uk**

Submitting your application:

Applications should be sent to **recruitment@highlandtsi.org.uk** with the subject line '**Application for employment**' and include an indication of any support or adjustments you would need to attend the

Interview along with the following:

1. A CV, not more than three sides of A4 and including two referees
2. A Personal statement to include
 - A general statement in support (maximum 300 words);
 - An outline of your record keeping experience with specific details on your personal responsibilities and tasks (maximum 300 words), and;
3. Your personal statement must also include, in addition to the above word count, the following signed statement:

I can confirm that the work submitted in my application, including the formatting and presentation of this work, are wholly my own.

I understand that HTSI may use external individual in their recruitment processes and know that should I wish to confirm who will be included in the recruitment panel I can ask via recruitment@highlandtsi.org.uk at any time.

I also confirm that I understand the role may be subject to disclosure or PVG checks and that I have disclosed any offences I am required by law to disclose in my application statement. I understand that HTSI considered applicants with criminal convictions on a case by case basis and that if I have any convictions it is not necessarily a barrier to employment.

(If you are unclear about what to declare you can check guidance provided by the CAB [HERE](#).)

Good Luck



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