



## Job Description

<b>Job Title:</b>	Administrator
<b>Employer:</b>	West Harris Trust
<b>Location:</b>	Talla na Mara, Isle of Harris
<b>Contract Type:</b>	Fixed term to 31/10/2024
<b>Hours:</b>	22.5 hours (3 days) per week Occasional Saturday work required
<b>Salary:</b>	£24,000 pro-rata plus 6% employers pension contribution
<b>Holiday:</b>	32 days per annum pro-rata

## Job Purpose

The West Harris Trust is looking to recruit a hardworking and motivated individual to provide administrative support to the West Harris Trust and Talla na Mara Restaurant.

## Main Duties and Responsibilities

The successful candidate will be employed to carry out specific tasks as set out below.

- Support the Office Manager to provide administrative and financial support to the Trust and its subsidiary companies.
- Act as first point of contact for enquiries to the Trust, responding to emails and phone calls and assisting in the gift shop as required.
- Take bookings for campervan hook ups and Talla na Mara.
- Maintain administrative practices and procedures, including croft administration and filing, to ensure the smooth running of the Trust's operations.
- Process payments, invoices, income and receipts and record data using the accounting software Xero.
- Ensure accurate records are kept of staff hours and holidays.
- Post regular updates on the Trust's Social Media accounts.
- Website maintenance.
- Maintain confidentiality when handling commercially sensitive or personal information.
- Any other task appropriate to the role as directed by Trust Management.

## Person Specification

The post requires a range of skills and attributes which are detailed below. The successful candidate will be expected to meet all the essential criteria and a proportion of the desirable criteria. WHT recognises that some of the desirable criteria will be developed during the course of employment.

Attributes	Details	Essential/Desirable
Knowledge and Experience	Relevant knowledge and skills through experience in previous employment.	Essential E1
	Experience with Xero, the accounting software package.	Desirable D1
Skills and Abilities	High degree of accuracy and attention to detail.	Essential E2
	Organisation: maintain a systematic and orderly record-keeping process.	Essential E3
	Communication: effectively liaise with customers and suppliers for payment related matters.	Essential E4
	Confidentiality: when handling commercially sensitive and personal information.	Essential E5
	Timeliness: working to set reporting dates.	Essential E6
	Experience in the use of social media for marketing and basic website maintenance.	Desirable D2
	Excellent grasp of Microsoft Office 365, especially Word and Excel.	Essential E7

## How to Apply

Please send your cover letter and CV to [admin@westharristrust.org](mailto:admin@westharristrust.org) by the closing date of midday 18<sup>th</sup> March 2024.

If you have any questions please do not hesitate to get in touch with Deborah Coghill, Office Manager on 01859 503 900 or [admin@westharristrust.org](mailto:admin@westharristrust.org).

## Equal Opportunities

In employment, the policy of WHT is to ensure that no job applicant or employee receives less favourable treatment on the grounds of sex, disability, creed, colour, race, age, ethnic origin, marital status, religion, sexual orientation, or responsibility for dependents or is in any way disadvantaged by conditions or requirements which cannot be shown to be justifiable.

WHT will apply this policy to the recruitment, training, remuneration, conditions of employment and promotion of its staff at all levels. WHT will undertake both initiatives to encourage under-represented groups to apply for posts, and specific training measures designed to correct imbalances at any level within the said organisation in terms of representation by black and ethnic minority; female or disabled employees.