

Changing our world for the better  
Project by project

# FEL



## Change our world for the better. Change yours too.

### Project Admin Officer

Fixed term to 31 March 2025 | Salary: £26,726 pro-rata | 25 hours per week | Based  
Stirling/hybrid

### Interested in joining us? Fantastic!

Let us tell you what we're about, what we can offer and what we're looking for.

If it sounds like you (and you like the sound of us), then tell us more about yourself: **email us your CV and attach a word document that explains why you'd like to work for us and what you can bring to the role (500 words max) we will need both by midnight 5<sup>th</sup> of November.**

But if you're not sure, talk to us anyway.

All our projects are about fulfilling potential and we feel the same about our people too. So, don't worry if you don't have everything on our wish list. Everyone brings different qualities and we just might be looking for yours.

### Who we are

We're experts in helping communities live more sustainably – making social and environmental change happen, project by project, so people and our planet can thrive.

We believe powerful change can be simple to make: small steps everyone can take to make their own lives better can help our world towards a healthier, more sustainable future too.

We make that change happen project by project. Each one we run focuses on the things that matter to those they support across our core themes of Climate, Travel, Food, People, Nature and Sharing.



But we never tell anyone what to do. We meet people where they're at. We show communities what's possible. We help them figure out what works best for them. And we give them the skills and confidence they need to make good things happen.

That's how we're changing our world for the better, project by project. It's how we help people; communities and our planet thrive.

### **What we do: Our projects**

Our projects are making change happen – showing people how to take everyday steps that help them, their communities and the planet. Whether they just need a little support or don't know where to start, we get them going and keep them moving. Our projects are inclusive, engaging, educational and fun. They let people learn, achieve and make positive change with lasting effects. Step by step. Project by project.

### **What we offer**

We treat our people like the communities we serve: we want to help them thrive. So, we offer competitive salaries, up to 35 days leave a year including Bank and Public Holidays, and an attractive pension scheme. We're family-friendly, with generous maternity pay and family leave provision, flexible working opportunities and a commitment to helping everyone achieve the work-life balance they need. We're inclusive too, promoting diversity and prioritising equality for all. We offer professional and personal training, support volunteering and provide access to counselling services. And, of course, we have a cycle to work scheme to help you travel sustainably and stay healthy.

*See the full list of staff benefits in appendix 1.0*

### **What you'll do**

As our Project Admin Officer, you'll make sure project admin processes run smoothly and provide administrative support to the team. Working alongside our Programme Manager, you'll look after our seed grant administration, provide project support to the team and help in the creation and



updating of project impact. On the admin side, you'll be organising events and meetings, helping create FEL publications, dealing with letters, emails and general enquiries, and supporting the work of our project teams. You'll be based at our main Stirling offices but may need to work at our other hubs from time to time.

*See the full job description in appendix 2.0*

### **What we're looking for**

We're a diverse bunch at FEL and welcome applications from people of all backgrounds. What we all have in common, though, is a commitment to changing lives and protecting the planet. So, we're looking for someone with that same determination to make a difference and who shares our values too – we're grounded and practical, creative and influential, collaborative and connected.

This role is key to the efficient running of the projects, so you'll need at least two years' experience in administration. You'll have great organisational and file management skills, good knowledge of the community and voluntary sectors, and experience in human resources. If you can add Board reporting to that list, even better.

We'll also want you to be an excellent communicator, have a good understanding of accounting and HR processes, and be familiar with payroll operations. Solid IT skills and knowledge of Microsoft Office programs are another must, and you'll need to be able to work flexibly, to tight deadlines and both on your own initiative and as part of a team.

Enthusiasm and commitment are essential to every role at FEL, and we're also looking for problem solvers and creative thinkers who are energetic, pro-active and always happy to get their hands dirty – often literally!

We expect all employees and volunteers to share FEL's commitment to safeguarding and promoting the welfare of children and vulnerable adults.

*See the full person specification in appendix 3.0*



### What next?

If this sounds like you – and you like the sound of us – then please apply: **email us your CV and in a word document explain why you'd like to work for us and what you can bring to the role (500 words max). We'll need your application by midnight on 5<sup>th</sup> November.**

If you'd like to chat about the role or how your skills and experience might fit, then do get in touch: email [emily@felscotland.org](mailto:emily@felscotland.org) to arrange a time to talk.

FEL is an Equal Opportunities Employer and a Registered Charity. We promote equality, diversity and inclusion in our workplace and actively encourage applicants from all backgrounds to apply for vacancies. We are particularly keen to hear from ethnically diverse and disabled candidates, who are currently under-represented in our workforce.

## Appendix

### 1.0 Full Staff Benefits

- A competitive salary
- 20 days annual leave and 10 days paid Bank and Public holiday entitlement, to be used at individual discretion. An additional one-day annual leave is provided for each year of service, up to a maximum 5 years
- Attractive pension scheme with 5% employer contribution
- Generous Maternity Pay with company Paternity/Adoption Leave, Miscarriage, Parental Bereavement and Compassionate Leave. Maternity pay is 6 weeks full pay, 6 weeks half pay then statutory.
- A range of excellent family friendly policies, including those that promote a work life balance
- An inclusive workplace which strives for equality, diversity and inclusion for all, for example we are part of the Scottish LGBTI+ Rainbow Mark initiative.



- The potential to work in a hybrid way to support work life balance, where appropriate and meets business needs
- Flexible working hours, including support of walking meetings
- Access to personal and professional training
- A commitment to develop our workplace through quarterly team events

#### **A wide range of employee benefits available to you:**

- Access to Cycle to Work Scheme, up to the value of £1500
- Staff will be allowed up to 2 days paid leave annually, to participate in voluntary activities during working hours
- Access to counselling services to support mental health in the workplace
- Provision of quality protective clothing required for your role
- Access to professionally qualified bicycle mechanics to ensure you and your family stay cycling
- To be a part of and contribute to a service that is committed to strengthening its place in communities and supporting public life and better outcomes for local communities.

#### **2.0 Full Job Description**

- To support the climate hub seed grant funding administration alongside the Programme Manager, Project Coordinator and Finance Manager in accordance with FEL's standard finance procedures and key internal controls;
- To help maintain financial records, ensuring accuracy and tracking of income & expenditure, for input into the accounting system for the climate hub project;
- To support the Project Coordinator to prepare all financial grant audit paperwork for the Climate Hub Project;
- In consultation with the Finance Manager, Fundraising Officer and Project Coordinator, ensure that full financial records are kept for all grant transactions, and that proper financial procedures and controls are in place to safeguard FEL, its partners and funders.



- Support the project team, with emails and enquiries for the programme, in particular the seed grant fund.
- Support the programme manager in setting up meetings, appointments
- Support the project team in development, promotion and delivery of the seed grant giving
- Ensure consistent branding across all FEL projects within FEL communication channels and publications;
- Ensure social media accounts are kept active with news updates alongside the social media group and PR consultant;
- Ensure FEL's websites are kept up to date with news and accurate information regarding FEL project activity;
- Ensure all contacts databases are maintained and reviewed regularly;
- In the absence of the Fundraising Officer monitor their e-mail and other correspondence and distribute it to staff for action as appropriate;
- Carry out other duties which may reasonably be required in light of the main purpose of the job.

### **Organizational Responsibilities**

- Maintain a safe working environment ensuring your own personal safety and the safety of others.
- Act as an ambassador for the organization
- Always promote and present the organization in a positive manner.
- Ensure consistent branding across all FEL communications.
- Conduct regular and effective supervision and appraisal with direct reports.

### **3.0 Full Person Specification**

#### **Qualifications**



- Two years' experience in administration (E)

### *Knowledge/expertise*

- Knowledge of the Community and Voluntary sectors (D)
- Knowledge and experience of human resources (D)
- Excellent interpersonal skills (E)
- Excellent verbal and written communication and interpersonal skills (E)
- Good understanding of accounting processes and procedures (E)
- Good understanding of human resources and payroll (E)

### *Skills/abilities*

- Use of Microsoft Office packages: Access; Word; Excel; Publisher and Outlook (E)
- Understanding of computer software programs and excellent IT knowledge and skills including networking, databases, email etc (E)
- Understanding of and ability to develop and work with policies and procedures of an organisation (E)
- Proven office organisational and file management skills, strong ability to multitask (E)
- An ability to prioritise, plan and organise work in a busy environment (E)
- Willingness to work flexibly in response to changing organisational requirements (E)
- Excellent organisational and planning skills (E)
- Able to work under own initiative and as part of a team (E)
- Able to deliver outcomes within a timeframe (E)
- An understanding of health and safety issues in the workplace (D)
- Ability to promote services using a range of tools including web-based (E)
- Experience of reporting to a Board (D)
- Awareness of the provisions of the General Data Protection Regulation and be able to apply these within the organisation (D)



### *Personal attributes*

- Enthusiasm and commitment (E)
- Problem solver with a hands-on approach (E)
- Flexibility (E)
- Energetic and proactive (E)
- Creative thinking and foresight (E)

**E = Essential D = Desirable**