The Centre for Inclusive Living Perth and Kinross (CILPK) - Administrator

Part time – 20hrs per week (flexible working available)

Salary: £23,434 F/T equivalent

Office Based

An exciting opportunity has become available for an experienced administrator to join our team. This role would suit someone with exceptional IT office skills including using Microsoft and Google and other applications such as Canva, strong organisational and interpersonal skills and the ability to prioritise and manage their own workload whilst effectively multi-tasking. Prior administrative experience is essential and lived or work experience of people with a disability is desirable.

**Background**

CILPK is a small independent membership organisation. It was set up in 2012 and provides a range of services and supports to ensure better access, increase awareness of disability matters, provide individual advice on a range of issues relating to disability inclusion and equality. We are all about supporting individuals to live happy and fulfilled lives within their communities by removing some of the barriers that exist for disabled people.

Our mission is to empower our members to drive change in society to make the difference to all aspects of their lives.

# Purpose of the Post

To support CILPK’s manager, trustees, and our members in their work to provide a voice for disabled people and lead and advise on disability inclusion and equality issues in Perth & Kinross. This post will include a varied range of work but will primarily support the organisation to operate a smooth running, friendly and forward-thinking charity. CILPK also operates as one of 32 local authority access panels advising on physical access and wider social inclusion topics.

**Key Tasks and Responsibilities**

* Manage a shared and generic inbox for CILPK ensuring emails are dealt with appropriately and timely.
* Be an initial point of contact for people contacting our service and other service providers.
* Production and distribution of information in accessible formats - e.g. paper, e-mail, large print, audio, easy read.
* General membership enquiries and maintaining membership information in line with GDPR requirements.
* Attendance at member & trustee meetings and minute taking.
* Assist with general ‘housekeeping’ in CILPK office/cloud files and systems.
* Ordering/buying stationery/stamps/equipment/training materials.
* Organise internal/external/virtual meetings – booking venues for events.
* Maintenance and development of the website & social media and communications promotion
* Collate information and feedback on various projects.
* Produce CILPK newsletter.
* Assist the manager with projects and administration as required.
* Carry out any other reasonable duties as required by the CILPK Manager.

**Other Duties**

This job description is not intended to be an exhaustive list of all possible duties. The post holder would be expected to carry out reasonable duties as requested by the manager and trustees.

To apply for this role please complete the application form and return to [info@cilpk.org.uk](mailto:info@cilpk.org.uk) by Friday 22nd of November at 5pm.

Please read the person specification prior to completing your application and ensure you provide evidence and examples of how you meet the criteria.

Interviews anticipated on Tuesday 3rd December at The Gateway Centre, N Methven Street Perth

For an informal chat or to get any additional information or require help to access the information please contact Sheila Mackay or call 01738 587282.