

POST:	Operational Administrator
HOURS:	Up to 37.5 hours per week
REPORTING TO:	Office Team Leader
SALARY:	£26,734 - £29,484

JOB PURPOSE

As a member of the Operational Administration Team, you would contribute to our Community by providing operational administrative support and guidance across all areas of the organisation.

Supporting the Camphill Ethos is a key element of the role to ensure that Camphill Blair Drummond (CBD) maintains its role as a leader in care provision and that the people who live and work in our community can develop in a therapeutic social environment.

MAIN DUTIES

Major Tasks

General activities in conjunction with your colleagues in the Administration Team to contribute to meeting the administrative needs of Camphill Blair Drummond which will include:

- Identify areas for improvement in operational procedures and implement changes to enhance efficiency and effectiveness across the organisation.
- Provide administrative support to the People Team, including all aspects of employee & local volunteer recruitment, recognition and reward, and regular reporting duties.
- Ensure efficient filing systems, manual and electronic are kept in good order and file all documentation on a daily basis, including archiving
- Work alongside Quality Assurance and wider administration team to improve document control systems, ensuring consistency across the whole community
- Administer and support contractor and supplier relations
- In collaboration with the Communications Manager, prepare and send articles to local groups to promote and share the success of internal and external organisational events
- Manage incoming and outgoing mail in time for the post collect
- Maintain sufficient office stationery supplies and re-order stock in the most economical way
- Participate in effective communication with residents / students passing through the office, providing a welcoming and supportive environment

EXPERIENCE AND SKILLS

Essential

- Experienced, energetic and creative with a passion for Business Development
- Ability to work on own initiative and as part of a team of employees
- Excellent verbal and written communication skills
- Ability to prioritise and work to deadlines

- Experience of updating websites and using social media
- Flexible, adaptable and able to work under pressure
- Excellent interpersonal skills and ability to deal with people in stressful situations
- Experience of providing administration in a busy office environment
- Good knowledge of Microsoft Office packages

Desirable

- Experience of working in quality assurance or People/HR would be advantageous
- Experience of working with AI, including Co-pilot, Chat GPT
- Knowledge and experience of working with people with a learning disability
- Experience of work in the voluntary sector

PERSONAL ATTRIBUTES**Essential**

- Compassionate & supportive of the aims and values of Camphill Blair Drummond and the Camphill ethos
- Approachable and personable
- Articulate & outgoing
- Sensitive & supportive
- Flexible in approach & willing to take the initiative within agreed parameters

This job description is open to the review by the community at any time.