



<b>POST:</b>	Operational Administrator
<b>HOURS:</b>	Up to 37.5 hours per week
<b>REPORTING TO:</b>	Office Team Leader
<b>SALARY:</b>	£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.