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| **Job Title:** | **Business Support Assistant** |
| **Inspiring Scotland** | Inspiring Scotland is a registered Scottish charity and one of the world’s largest venture philanthropy organisations. We support over 200 charities across ten social-impact funds, manage £20m of charity grant-making per annum and have over 30 employees. We are passionate about addressing inequality and improving the lives of people living in Scotland’s most vulnerable communities. Inspiring Scotland was formed to tackle the long-term, entrenched social problems faced by Scotland. Inspiring Scotland tackles these problems by raising funding from private individuals, trusts and foundations, Scottish Government and local authorities and investing in social funds addressing specific themes such as youth employability, outdoor play and learning, community development and mentoring for care experienced and vulnerable young peopleWe are a collaborative, supportive organisation and place high emphasis on team working and sharing best practice and learnings both internally and externally. We view our staff as ambassadors for the organisation and all staff are expected to demonstrate high standards in all aspects of their work. We are a flexible employer having won or being shortlisted for national Family Friendly Awards three times and offer an excellent benefits package. |
| **Role Summary**  | The Business Support Assistant will form a key part of Inspiring Scotland’s central core team. Working closely with the Projects & IT Executive to support the Head of Funds manage an annual rolling programme of activity. With the growth of activity from across Inspiring Scotland’s funds, we are seeking a confident and pro-active Business Support Assistant to help us to maintain our high standards of professionalism and organisation. As a new role, this offers candidates the opportunity to shape the role, bring ideas and enthusiasm to enhance what is currently delivered. This role would be ideal for someone who is excited to be part of a vibrant and effective charity with offers a culture of team work and flexibility. More of all we want someone who will share Inspiring Scotland’s values, by being bold, compassionate, knowledgeable and effective. |
| **Working arrangements** | 0.7 FTE, up to 25 hours a week which can be delivered flexibly, although ideally hours would cover the core times of 9.30/10am to 3-3.30pm 4 days a week. Your main base will be the Inspiring Scotland office in Edinburgh. Occasional travel will be required for meetings and events. Inspiring Scotland is a family friendly and flexible employer looking to ensure a work home life balance for all employees.  |
| **Reporting to** |  Projects & IT Executive |
| **Key relationships** |  Internal: Projects & IT Executive, Head of Funds, Performance Advisors, Communications team. External: A wide range of external stakeholders including funded charities and a range of external suppliers.  |
| **Salary**  |  £18,500 - £22k FTE pro rata 9.25% employer pension contribution, benefits package and generous holiday package.  |
| **Role purpose** | **Key Accountabilities/Responsibilities**  |
| To provide an administrative and support function to our core business and 8 fund teams.This is a varied role encompassing key task support for the core team, plus more tailored support to the individual teams. The role will be challenging, yet interesting, and offer significant learning opportunities both in terms of knowledge of the Third Sector, but also the key skills required. |  * Work with Projects & IT Executive and Head of Funds to implement and deliver an effective business support function for all funds.
* Work with internal fund teams to organise and manage internal programme of meetings.
* Work across the Inspiring Scotland team to organise and manage a regular programme of external events including portfolio days, workshops and training sessions.
* Manage and maintain Inspiring Scotland’s central databases
* Support effective communication across the organisations, managing contact lists, circulating newsletters, sector information and events.
* By working closely with the Head of Funds, support the collation and analysis of fund data.
* Support the management & updating of the corporate operational planning tools.
* As a member of the core team provide a range of general office administration tasks from greeting office guests, answering phones and managing mail and ensuring the office is well presented and run.
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| **Qualifications**  | No specific qualifications are required, however candidate must be able to demonstrate similar experience in an administration type role. |
| **Essential skills** | * Proficient skills in Microsoft Office Outlook, Word, Excel & Powerpoint
* Excellent interpersonal & communications skills, with the ability to engage with colleagues & stakeholders at all levels.
* Experience in a similar role is essential.
* A highly organised approach, with the ability to multi-task & prioritise tasks.
* A pro-active, ‘can-do’ attitude focused on supporting all colleagues and stakeholders.
* A confident, professional manner.
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| **Desired experience** | * Experience of organising small-scale events is desired although not essential.
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| **Personal attributes needed in this role** | * A pleasant, warm and welcoming outlook
* A confident and pro-active attitude will be essential
* Ability to stay calm when under pressure
* The candidate will work across a range of teams consisting of 2-6 people so must be able to adapt to different ways and styles of communicating and working.
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| **To apply**  | Apply by **Monday 15th October at 12pm.** Send your CV, plus one side of A4 outlining how your skills and experience would be suitable for the position, to steven@inspiringscotland.org.uk Interviews will be held on Tuesday 23rd October in Edinburgh, with an anticipated start date of mid-November 2018.  |