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| **JOB DESCRIPTION** | C:\Users\DawnExley\Desktop\Logo with transparent backgrounf.png |
| **Post title** | Business Support Assistant (Events) |
| **Location** | Edinburgh |
| **Agency** | Scottish Community Safety Network |
| **Salary** | 14.5 hours per week @ £9 per hour |

**Purpose of Job**

The post holder will contribute to the development and implementation of the Scottish Community Safety Network's (SCSN) vision, aims and policies within the field of community safety.

Contribute to the continuous development of SCSN services with particular regard to providing high quality administration support to the organisation in an efficient, timely and professional manner.

The post holder will also engage and develop relationships with SCSN stakeholders and partners.

**Job Activities**

The main task will be to assist the Business and Development Officer develop, co-ordinate and run events and meetings. In addition the post holder will complete other administrative tasks as required.

* Support delivery of events by booking venues, maintain delegate lists, ensuring equipment and peripherals are available and setting up presentation’s, registering and invoicing delegates and presenters.
* Maintain electronic diaries and communication systems
* Assist in the preparation and editing of presentations and training materials as required.
* Arrange hospitality for meetings
* Supporting SCSN in its role in connecting stakeholders
* Supporting meetings and events, registering delegates

**Contacts and Relationships**

The post holder will work most closely with the BDO. Contact and relationship will be developed with all SCSN staff and directors. There will be minimal contact with SCSN members and partners through telephone email and some face to face,

**Supervision Received**

The post holder will normally organise their workload within an agreed framework and with supervision and support from the BDO.

The post holder will meet regularly with their Line Manager (BDO) to review progress against agreed objectives and seek advice on complex or unusual issues.

**Decisions**

The post holder will operate within the flexible and agile working environment of SCSN. Within that context a range of choices or options may present and the post holder will be expected to use discretion, tact and political awareness in the course of decision making. When required the post holder will discuss specific courses of action and make recommendations. Such recommendations should be discussed with the BDO and Chief Officer.

**Environment**

The post requires some manual handling/ lifting (boxes of paper/ books/ resources), manual use of equipment including photocopiers, scanners, and printers.

Normal working environment is office based or similar within the auspices of the new agile and flexible working approach.

Care should be exercised in the prolonged use of IT equipment in accordance with the SCSN's policy and guidelines.

SCSN works across Scotland and the post holder may be required to support events and meetings out with the central belt. Travel, out of pocket expenses and accommodation will be provided by the company.

**Working Hours**

The employment shall be 14.5 hours per week, ideally over 2 days during which hours the employee shall be allowed a daily unpaid lunch break of thirty minutes. SCSN operates a flexible and agile working environment where employees are able to exercise discretion on where and when they work in order to fully focus on the outcomes they are tasked to deliver.

**Probationary Period**

Employment will be subject to a 3 month probationary period.

**Requirements for the post**

* Commitment to work towards a safer and better Scotland for communities and individuals
* Experience of working in an administrative and/or events capacity.
* Applicants should have relevant administrative experience, including familiarity and relevant skills with Microsoft Office products. Familiarity with information management systems is desirable but not essential.

For further information, please contact dawn.exley@scsn.org.uk