



Crieff Community Trust - admin support officer job spec

- Part time freelance/ contractor role.
- Working from home or Can Do Crieff as wished.
- Need to provide own IT and mobile phone.
- Hours negotiable - likely to be about 4 hours a week @ £18 an hour.
- Please submit applications to crieffcommunitytrust@gmail.com by noon **Friday 27 June 2025**
- Please use [the application form](#) on our website to apply.

CCT admin support role and responsibilities

Responsible to the board of trustees as a whole, line-managed by the chair.

The role of the CCT admin support officer will be to provide admin support for our trustees to help them deliver our key priorities and to help us make Crieff a better place to live, work and visit.

End vision and outputs / outcomes of the role

CCT is a key anchor organisation in Crieff. Over the last 12 years we believe that CCT has proved we can really punch above our size and deliver for our community. The role of the admin support officer will be to carry out regular admin tasks to free up the volunteer trustees to work on the projects themselves. The end vision is that in 10 years time CCT is thriving and continuing to work for the benefit of Crieff.

Key roles - will change as projects develop

- To provide admin support for Can Do Crieff our coworking space:
 - show new members around and set up on doorflow and invoice systems (about 1-2 hours a month)
 - invoice members at the beginning of each month for the previous month and chase any unpaid invoices (about 1 hour a month)
 - monitor email account and liaise with Strathearn Arts re.any problems / maintenance etc. and communicate with members (about 1 hour a month)
- To support the path group by sending out emails using mailchimp/ posting on social media to advise of maintenance mornings (half an hour a month in summer)
- To pay CCT invoices using Xero - upload invoices and produce a monthly account of each project's spend. This is done using the report function of funding pots in Xero and just needs to

- be checked against the bank balance to ensure everything is in order (about an hour a week)
- To monitor the CCT email account and forward messages to relevant CCT board members (half an hour a week)
 - to help with admin for AGM once a year (4 hours)
 - to maintain CCT website - upload board minutes and any news items (half an hour a month)
 - to maintain membership list, welcome new members and communicate via mailchimp when required (half an hour a month).

Person Specification - Skills, Knowledge and Experience

Essential

- The ability to work as part of a team as well as on your own
- Good written and verbal communication skills
- Ability to manage time effectively and work to deadlines - need to be highly organised!
- Conversant and competent with IT systems and social media

Desirable

- 2 years' experience in a similar role
- Business enterprise skills
- Experience of working with volunteers and committees
- Managing a community website
- Experience of financial management

If you require further information please email: crieffcommunitytrust@gmail.com

Crieff Community Trust is a company limited by guarantee.

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Scottish charity, No. SC044348

Facebook: [Crieff-Community-Trust](https://www.facebook.com/Crieff-Community-Trust)

Registered address: Can Do Crieff, Lodge Street, Crieff, PH7 4