



Job Description: Scottish CND Administrative Assistant

Accountability: The post holder will be responsible to the Executive Committee of Scottish CND through an officer or officers appointed by the Committee.

Line Manager: SCND Organiser

Hours: 16 hours a week (Days and times to be mutually agreed.)

Salary: £7,707 per annum

Salary increases will be in line with cost of living increases awarded in Glasgow City Council. Scottish CND will also make a 6 per cent pension contribution in addition to payment of salary.

Leave: 25 days annual leave and 12 public holidays pro rata.

Purpose of the Role

Assisting with the clerical and administrative work of Scottish CND

- Processing membership applications and renewals
- Maintaining databases of members and supporters
- Dealing with payments, orders and stock for the online shop
- Processing invoices and donations
- Responding to enquiries
- Responding to correspondence
- Occasional minute taking
- Assisting with other office administrative tasks as required by the SCND Organiser

Qualifications and Experience Required

Essential

- Knowledge of, and sympathy with, the aims of Scottish CND
- Good IT skills: word processing, database entry and searching, web searching, emailing, using spreadsheets.
- A high level of literacy and numeracy
- Experience of working in a comparable office environment
- Cash handling experience

Desirable

- Experience of working for a charity or other non-profit organisation
- High level of competence in Microsoft Office applications
- Advanced IT skills: file handling, web page creation, spreadsheet and formula creation, database design
- Member or supporter of Scottish CND

Personal Attributes

- Ability to work both independently and as part of a team
- Ability to deal with challenging situations confidently, calmly and tactfully

- A positive and enthusiastic approach
- A good telephone manner
- Ability to deal with members of the public

Application timetable

Closing date for applications: 2nd June 2017

Interviews: 3rd July 2017

Job start: 7th August 2017 (This is negotiable.)

How to apply

Send the documents listed below to **scnd@banthebomb.org**

1. The application form.
2. Your CV.

Please save the application form and your CV with your surname in the title, e.g. Smith application.doc, Smith CV.doc.

3. The Equal Opportunities form (This is voluntary.)

If you want to ask any questions before submitting your application, phone 0141 357 1529. We will be happy to talk to you.