



## **North Carrick Community Benefit Company – Office Administrator**

### **About NCCBC**

North Carrick Community Benefit Company (NCCBC) was formed as a company limited by guarantee in June 2014 and registered as a Charity in August of 2015. The company is established to distribute and invest Community Benefit funding from renewable energy sources and other sources that fit with the company and its charitable status. Funding is designated for the North Carrick area of South Ayrshire that includes 5 community council areas, made up of the communities of Crosshill, Straiton, Kirkmichael, Kirkoswald, Maidens, Turnberry, Dunure, Minishant and Maybole.

This is an exciting time for the organisation:

- communities are developing significant large projects that in many cases have grown from NCCBC's £0.5m investment of UK Government funds in the Foundations for Recovery programme; and
- after around 10 years of operation, the company is carrying out a review of what it does and the impact it has had in the local area.

To help with the smooth operations of the organisation and to support the ongoing development of its role in North Carrick, NCCBC now wants to appoint an Office Administrator.

### **Job Description**

#### **Purpose**

To be the first point of contact between the company and its communities, grant applicants, and visitors and to support the Chairperson, the Treasurer, Contractors to NCCBC, and other Directors to facilitate the smooth running of the organisation.

#### **Duties and Responsibilities**

- Managing the office and meeting area at NCCBC's HQ at Maybole Golf Course, including welcoming visitors and guests
- Managing company correspondence, including phone calls, emails, letters and packages
- Managing bookings and invoicing for the Gatherings, NCCBC's premises on Maybole High Street
- Administering the company's grant making processes, including being the first point of contact for applicants, distributing relevant forms and guidance, directing applicants to the NCCBC Development Manager for advice, forwarding applications to nominated Directors for their comment and feeding this back to applicants
- Maintaining and updating company website and social media channels
- Handling bookkeeping, budgeting and billing cycles for the organisation
- Maintaining Xero accounting system



- Organising meetings, producing minutes, scheduling appointments and overseeing catering during company events. (This includes quarterly Board meetings and an annual general meeting, which are held in the evening.)
- Performing data entry roles, including updating records and databases for personnel, financial and legal information
- Managing inventory of office supplies, including stationery and multimedia equipment to ensure smooth office operations
- Undertaking other ad hoc Administration duties in line with the nature of the post and by agreement with the line manager.

### **Required Education, Skills and Qualifications**

Previous experience in office management is essential

Must be proficient in using MS Office

Experience with Xero accounting software (or willingness to learn)

Highly organised and flexible

Ability to multi task

Reliable and punctual

Accurate and detail oriented

Self-organised

Maintains confidentiality

Can provide two references, at least one of which must be a previous employer

### **Benefits**

Enrolment in a NEST workplace pension scheme with employer contributions

Flexible working hours

Opportunities for individual professional development

Job Type: Permanent (subject to satisfactory completion of 3-month probationary period)

Pay: £24,570 per year, pro-rata for 14hour week = £9,830 per year

(There may be opportunities to increase hours if the role demands it and both the post-holder and the organisation agree.)

### **Closing Date**

Applications in the form of a CV and covering letter should be sent to [admin@nccbc.org.uk](mailto:admin@nccbc.org.uk) no later than 2pm on Friday 21<sup>st</sup> February 2025