**Shapinsay Development Trust**

**Job Title:** Boathouse Co-ordinator

**Main Purpose:**

To collaborate with others to support and manage the Transport service, provide general administrative duties, and being a first point of contact for the community.

**Main Responsibilities:**

* Line managing the transport service
* First point of contact for community and maintaining a high standard within the Trust.
* Handling General Correspondence and enquiries in a timely, efficient and appropriate manner
* Preparing staff rotas to ensure transport service is covered at all time.
* Providing general administrative duties, such as filing, photocopying and typing.
* After appropriate training to assume the role of company secretary of Shapinsay Development Trust and then to work for the board of directors, arranging meetings, circulate papers and taking minutes.
* Contributing to the maintenance and update of social media websites
* Working in collaboration with the bookkeeper to ensure all paperwork processed correctly.
* In collaboration with colleagues to contribute to actions to ensure that the Trust communicates effectively with the wider community and ensure a good image of the trust at all times.
* Working in collaboration with the Transport Officers to manage all bookings for the transport service, OOH boat and Charter Boat Master
* Management of Boathouse Booking Calendar
* Operation of all office equipment and ensuring it is maintained in working condition alongside day to day keeping of the Boathouse and maintaining security
* Appropriate signposting, for example, enquires
* Record keeping of all cash transactions and donations
* Helping to maintain an open door policy at all times.
* Any other tasks or duties as appropriate to role

**Hours:** 20 hours a week

**Holidays:** 28 days pro rata

**Salary:** £11 per hours

**Place of Work:** This post will be based at the Boathouse, Balfour, Shapinsay, Orkney.

**Personal Specification**

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| Essential | Desirable |
| Excellent listening, grammar, numeracy, comprehension, presentation and communication skills | Previous experience in similar post |
| Skilled in all aspects of office administration | HNC in Office Administration or similar subject |
| High standard of work with an emphasis on accuracy |  |
| Competent and confident in the use of all Microsoft Office systems |  |
| Experience of using and developing website and social media content |  |
| Experience of reception duties |  |
| Experience of delivering a high standard of customer service |  |
| Good attention to detail |  |
| Ability to stay calm under pressure |  |
| Organised |  |
| A great team player |  |
| Flexible |  |
| Good at juggling tasks and prioritising |  |
| Pleasant and helpful demeanour |  |