

Job Role / Profile – Administration Assistant

Hours	20 hours per week
Location	Aberdeen hybrid working considered
Salary	£11,121 to £11,795

SCOPE	
1.	<p>Overview</p> <p>Post holder will be first point of contact for receiving and responding to email, website, telephone, and postal enquiries, research and support funding applications, schedule meetings, membership databases, support colleague and the AREG Board.</p> <p>Through your dedicated efforts, you will directly advance the cause of energy transition while contributing to AREG's overall triumph.</p>
2.	<p>Key Responsibilities</p>
2.1	<p>Administration</p> <ul style="list-style-type: none"> • Respond to incoming telephone calls. • Check and respond regularly to enquiries <i>via</i> email, website, and post. • Provide general admin support to colleagues. • Book meeting venues, refreshments and issue invites to attend. • Attending meetings to take minutes / participate as required. • Foster effective communication • Social media posts op members • Represent AREG at meetings and events as required.
2.2	<p>Membership</p> <ul style="list-style-type: none"> • Manage and update the membership information systems / databases. • Maintain communication with members, respond to member and third-party enquiries. • Where appropriate provide an initial holding response and refer the enquiry to a team member or Director to follow up. • Report on member activity each month. • Recruit and onboard new members and affiliates • Assist with administration of AREG events, networks and forums organized either by AREG or third parties e.g., Big Partnership. • Follow-up membership cancellations • Review existing procedures and implement agreed amendments or new procedures.
2.3	<p>Funding</p> <ul style="list-style-type: none"> • Raise purchase orders as required. • check invoices against purchase orders. • pass approved invoices and supporting documentation to AAB for processing and payment. • Research funding opportunities • Assist with preparation of funding applications.

3.	Such other tasks as the Board may delegate to the BDM from time to time.
4.	<p>Reporting</p> <ul style="list-style-type: none"> • Submit written reports, as required. • Bi-weekly Work in Progress document to be provided to manager/chair of board. • Represent AREG at meetings as required. • Provide AREG presentation to stakeholders as required.
5.	<p>Qualifications and Skills:</p> <ul style="list-style-type: none"> • Proven record of accomplishment of accomplishment. • Initiative-taking in achieving tasks and objectives and results driven. • Ability to collaborate with colleagues, diverse stakeholders, and teams. • Confident communicator, organized, efficient and personable. • Good organizer • Competent using social media. • Working knowledge of Microsoft 365. • Confident at working on their own or as part of a team. • knowledge of renewable energy preferred <p>Note One or more of the above would be preferable, but not essential if the candidate is otherwise able to satisfactorily demonstrate relevant experience and/or an aptitude for the role and responsibilities set out, above.</p>
	<p>Line Manager AREG Operations Manager</p>

CLOSING DATE – 10 September 2023

How to apply complete the application form and email it along with a CV to Jmorrison@aberdeenrenewables.com with the ADMINISTRATOR ASSISTANT in the subject

Application form – ADMINISTRATOR – MEMBER SERVICES

Your details

Name:

Address:

Postcode:

Phone:

Email:

Education and training

Please give details:

Qualifications

Please give details:

Right to work in the UK

Do you need a work permit to work in the UK?

Yes / No

Employment history

Current or most recent employer

Name of employer:

Address:

Postcode:

Job title:

Salary:

Length of time with employer:

Reason for leaving:

Duties

Previous employers

Please tell us about other jobs you have done and about the skills you used or learned in those jobs.

Supporting statement

Please tell us why you applied for this job and why you think you are the best person for the job.

CV ATTACHED YES / NO

Interview arrangements and availability

If you have a disability, please tell us if there are any reasonable adjustments, we can make to help you in your application or with our recruitment process.

Stage 1 - Short Listing applicants.	Date
Stage 2 - Teams Interview.	Date
Stage 3 - In person interview.	Date
Stage 4 - Appoint successful candidate.	Date

Provide dates when you **will not** be available for interview?

If appointed - When can you start working for AREG?

References

Please give the names and contact details of 2 people who we can ask to give you a reference. We may ask them before an employment offer is made. We will not ask your current employer until we get your permission.

Referee 1

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Referee 2

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Declaration

I confirm that to the best of my knowledge the information I have provided on this form is correct and that I am eligible to work in the UK. I accept that providing deliberately false information could result in my dismissal.

Signature:

Print Name:

Date:

CV ATTACHED – YES or NO

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