



APPIN COMMUNITY DEVELOPMENT TRUST

JOB DESCRIPTION

JOB TITLE: Administration Officer

REPORTING TO: ACDT Board through the Development Officer

OVERALL PURPOSE OF JOB AND MAIN DUTIES

Established in 2017 Appin Community Development Trust (ACDT) leads a range of community development and support activities across the Appin area. In April 2026 ACDT was successful in major grant applications to support delivery of the Appin Rainforest Regeneration Project (ARRP). This project had been developed and early phases delivered directly by ACDT over the previous two years but the significant increase in project scale together with identified opportunities for trading contracts has led to the establishment of a new social enterprise, Appin Forest Services CIC (AFS), as the main project delivery vehicle going forward. ACDT will work closely with AFS to deliver community activities linked to the rainforest project.

The new post of Administration Officer has been created within ACDT to provide administration services to both ACDT and AFS. Services to AFS will be provided under a service contract which, in the first instance, will cover administration associated with the requirements of ARRP grant contracts, though the role is expected to develop over time as AFS activities expand.

Role Purpose

The Administration Officer will have responsibility for establishing and operating the administration systems necessary for both ACDT and AFS to operate efficiently, effectively and to the quality standards expected of organisations in receipt of public grant funds, private donations and, in the longer term, trading income. The Officer will ensure compliance with relevant regulations, maintain accurate records and contribute to the smooth running of both organisations.

Key Responsibilities

Administration

- Develop and maintain filing systems (both electronic and paper) ensuring that data is organised and accessible
- Support HR administration including recruitment advertising, processing and onboarding, maintaining personnel records, PDR documentation and process, recording of staff annual leave and training
- Maintain asset registers
- Maintain calendars to ensure all insurance and registrations are kept up to date
- Handle correspondence, emails and telephone enquiries relating to HR administration
- Provide secretarial support for AFS Board Meetings, including Minute taking
- Maintain confidentiality and ensure data protection compliance



Operations Support

- Provide support to project managers and staff including the administration of:
 - Timesheets (both staff and volunteers)
 - Legal agreements
 - Training programmes
 - Progress reporting

Key Links

ACDT Development Officer
AFS Project Manager
AFS Squad Team Leader
AFS Board

Other Contacts

AFS staff and contractors
ACDT Board members
ACDT staff

Location

The Administration Officer will be based at home

Hours of Work

It is expected that the post will require 14 hours a week (2 days a week) on an ongoing basis. This is negotiable and will be discussed and agreed with the postholder on appointment. The time requirement will be reviewed after 3 months once the setup process is completed.

Remuneration

ACDT can offer either an employed or self-employed contract.

Employed salary £28,000 p.a. pro rata plus optional employer's pension contribution of 3%

Self-employed rate £18.15 per hour

Contract Period

The post has funding confirmed for the period April 2026 to end March 2028. The post will then continue as a permanent position subject to funding availability.

Notice Period

Four weeks by either party.

Equipment

A computer and printer will be supplied for use to deliver the activities of the post. Software costs will be met for agreed purchases.



Person Specification

Essential

- Self-starter, able to lead the development of new systems
- Experience in administration
- Proficiency in Microsoft Office
- Strong organisational skills and the ability to manage multiple priorities
- Attention to detail
- Ability to meet deadlines

Desirable

- Experience working in the charity or non-profit sector

Personal Attributes

- Integrity and accountability
- Strong problem-solving skills
- Ability to work both independently and as part of a team
- Ability to work flexible hours, including some additional hours if required from time to time (remunerated)
- Commitment to the values and missions of ACDT

HOW TO APPLY

Please send your CV and supporting statement explaining why you are interested in the role and why you feel you are a suitable candidate to Victoria Kynaston victoriasevers@hotmail.com by 5pm on Saturday 18 July 2026

Shortlisted applicants will be invited to interview on Wednesday 5 August 2026

For more information, please contact Victoria Kynaston 07961 524553 victoriasevers@hotmail.com