**Office Admin (Social Media and Logistics)**

**Hours:** 35 hours a week

**Salary:** £19,613

**Responsible to:** TSI Services Manager

**Based:** Dingwall

**Role Description:**

The post holder is responsible for supporting the development of the work of HTSI in relation to our social media, networking and membership responsibilities.

This includes maintaining and inputting to our social media platforms, composing membership bulletins and supporting event planning. Additionally the post holder will maintain our membership listing and lead on co-ordinating membership communications.

**Key Tasks:**

1. Providing a point of contact for HTSI Members and other enquiries into the office, dealing with these timely and appropriately.
2. To assist with the writing and circulation of reports as necessary for the overall work of HTSI.
3. To assist with the management of the HTSI website and take responsibility for ensuring relevant information is kept up to date.
4. To take minutes and records at forums, networking events and others as needed; ensuring that this is typed and circulated as appropriate in a timely manner.
5. To ensure that information is circulated prior to all meetings to member of the wider Network.
6. To ensure that the relevant footprint in social media is current and up to date with appropriate and thematic information.
7. To ensure that regular information bulletins are circulated to HTSI members.
8. To assist with the compilation of monitoring and reporting as required by funders and partners.
9. To assist with the communication and promotion of HTSI’s work purpose and aims through maintenance of network listings, databases, promotional materials etc as necessary.
10. To assist with event planning and management for events and training.
11. To work collectively across the development team and wider HTSI organisation collaboratively, respectfully, fairly and honestly; always undertaking to represent the organisation in an appropriate manner and with the integrity expected by HTSI.
12. To undertake any other reasonable task required of the post by the line manager.

**PERSON SPECIFICATION**

1. Experience
   1. Extensive experience of working with Microsoft packages, including word, PowerPoint, excel and outlook
   2. Experience of working within a small team, preferably withing the third sector
   3. Experience of dealing with the public and public enquiries, particularly via email and on the phone
   4. Experience of using social media, ideally for work
   5. Experience of writing for business and wider circulation in a business setting
   6. Experience of minute/note taking
2. Knowledge and skills
   1. Educated to standard grade level in English and Maths
   2. Evidenced experience in working with Microsoft packages
   3. Knowledge of confidentiality requirements and the management of personal data
3. Personal qualities
   1. Self-starter, proactive and excellent organiser with the ability to work unsupervised.
   2. Good interpersonal skills – flexibility for different audiences, tact, diplomacy, adaptability.
   3. Honesty and integrity
   4. Approachable, confident and at ease with others.
   5. Ability to work as part of a team and under pressure
   6. Commitment to the principles of confidentiality, and equality of opportunity