



## **ADMINISTRATIVE ASSISTANT**

AFA Scotland is currently recruiting for an Administrative Assistant.

Applications should be submitted using the attached application form no later than 5.00pm, Friday 19 March 2021 to:

Brenda Reilly, Business Support & Finance Manager

Tel: 0131 322 8409

Email: [brenda.reilly@afascotland.com](mailto:brenda.reilly@afascotland.com)



Organisation: Adoption and Fostering Alliance (AFA) Scotland  
Address: Foxglove Offices/Gfs  
14 Links Place  
Edinburgh, EH6 7EZ  
Tel: 0131 322 8490  
Email: [info@afascotland.com](mailto:info@afascotland.com)  
Web: [www.afascotland.com](http://www.afascotland.com)

Post: Administrative Assistant

Contract: Permanent contract - Subject to a 6-month probationary period

Hours: 3.0 days per week (over 5 days) – 21 hours  
(For the duration of Covid-19 restrictions, home working may be required)

Salary: £19,055 p.a. (pro rata) (salary scale £19,055 - £24,359)

Reporting to: Business Support & Finance Manager

### **BACKGROUND INFORMATION**

Adoption and Fostering Alliance (AFA) Scotland is an independent, charitable organisation dedicated to improving outcomes for children in care by providing support to all those working with and caring for the children. AFA Scotland provides a range of services to inform, educate and support the agencies and professionals working with children and young people, with a particular emphasis on achieving positive outcomes for children who are cared for through adoption, fostering or kinship care. AFA Scotland is the host organisation for Scotland's Adoption Register and jointly hosts the Kinship Advice Service for Scotland.

The organisation's purposes are:

1. Promoting consistently best practice in in childcare practice and supporting agencies to deliver services that enable all children in Scotland to grow up as part of a stable, loving, safe and nurturing family.
2. Giving agencies, practitioners and individuals access to authoritative advice and support about adoption, permanence, kinship care, fostering and family support from an association of individuals with a broad range of expertise, experience and skills.
3. Providing opportunities for practitioners from a range of professional disciplines to share and develop best practice.
4. Offering a range of direct supports to agencies and practitioners within the social work, legal and health professions, and to individuals directly involved with care-experienced children and those who work with their families and carers. These will include, training, workshops, consultancy, legal advice, independent chairing of meetings and panels, placement co-ordination, disruption meetings and service and case reviews.
5. Providing an independent voice on matters of policy and practice particularly relating to adoption, fostering and kinship care.
6. Accessing and interpreting research to inform ongoing relevant practice.
7. Supporting agencies to achieve value for money in their provision of services for children and families.

### **APPLICATIONS**

Applications for the role of Administrative Assistant should be made using the attached application form and forwarded to Brenda Reilly, Business Support & Finance Manager at the above address. If you would like to discuss the post further, please contact either Robin Duncan or Brenda Reilly on 0131 322 8490 or by email at [robin.duncan@afascotland.com](mailto:robin.duncan@afascotland.com).

**Closing date** 5.00pm - Friday 19 March 2021  
**Interview date** Tuesday 30 March 2021  
**Location** On-line platform - MS Teams

## **ORGANISATIONAL RELATIONSHIPS**

1. Line Managed by the Business Support & Finance Manager
2. Responsible to the Executive Director

## **PURPOSE**

To provide administrative support to the Business Support & Finance Manager on a day-to-day basis and to support the overall work of the organisation.

## **MAIN DUTIES AND RESPONSIBILITIES**

1. Practitioner Forums and Agency Consortia - in conjunction with lead person, manage the arrangements for the range of forum and consortia meetings, including sending out agendas and meeting notes, collating meeting papers, and keeping distribution lists up-to-date.
2. Support training and development events (Commissioned Training, Conferences/ Seminars/ Workshops/ Spotlight Sessions/ Webinars) – in conjunction with trainer/consultant, provide administrative support for management of the events including: finalising training materials for training booklets or delegate packs; creating and sending out application and booking forms; preparing commissioning letters; logging bookings; maintaining database; preparing attendance certificates for participants at all external events; collating, analysing and reporting on evaluation form returns.
3. Social Media and IT – in liaison with the Business Support & Finance Manager and other staff, use social media platforms to publicise and promote the work of the organisation. Support staff in their use of IT apps and platforms when they are producing materials or delivering training.
4. General administration – Complete a range of admin task to support the work of the organisation including:
  - In conjunction with the Business Support & Finance Manager plan and monitor the action required to run the planned programme of events
  - Telephones - answer the phone and pass messages to staff as appropriate.
  - Email - check generic emails and respond / forward messages as appropriate. Photocopying – photocopy all training materials, meeting papers for all events.
  - Banking/Post Office – posting office mail and banking cheques when required.
  - Library – maintain database and record when books taken out on loan.
5. Scotland's Adoption Register - provide administrative support to Register staff including support for the running of family finding events.
6. Advice Line Enquiries – record all enquiries, forward to staff, follow up as required, maintain records of completion dates and provide statistical information to Business Support & Finance Manager.
7. Participation in conferences and other external events – where possible, attend and support the running of the event as part of the AFA Scotland team.

## REQUIREMENTS

	Essential/Desirable
<b>Experience</b>	
<ul style="list-style-type: none"> <li>• A working knowledge of an office environment</li> <li>• Ability to work as part of a team</li> <li>• Ability to work on own initiative</li> <li>• Personal or professional experience of the care system</li> <li>• Experience of working as part of small enterprise or charity</li> </ul>	Essential Essential Essential Desirable Desirable
<b>Knowledge, skills and abilities</b>	
<ul style="list-style-type: none"> <li>• Computer literate in a range of computer processes which must include Microsoft Access, Word, PowerPoint and Excel and have proficient keyboard skills</li> <li>• Familiarity with Microsoft 365 including MS Teams</li> <li>• Working knowledge of social media platforms</li> <li>• Excellent oral and written communication skills and telephone manner</li> <li>• Ability to collate and analyse information and to produce accurate, well presented documents</li> <li>• Self-motivating with excellent organisational skills</li> </ul>	Essential  Desirable Essential Essential  Essential  Essential
<b>Attitude and beliefs</b>	
<ul style="list-style-type: none"> <li>• Positive, problem solving and resourceful</li> <li>• Clear understanding of the need to maintain confidentiality</li> </ul>	Essential Essential