

SCOTTISH AUTISM

Embracing difference,
leading change

Clerical Officer

Location: Based in regional area office

About Scottish Autism

Scottish Autism seeks to promote and provide care, education, support and opportunities for autistic people of all ages throughout Scotland. We work tirelessly to create a world where autistic people are understood and enabled to lead meaningful, fulfilling and happy lives as valued members of the community.

A key expectation of everyone who works for Scottish Autism is that they live and breathe our values; Collaboration, Change Makers, Compassion and Contribution. Our values come into play throughout everything we do at work – how we work together, and how we deliver services to the people we support and to the people we work alongside.

The Role:

This role provides efficient and effective reception cover and is responsible for supporting all administrative functions within the organisation.

Key tasks and responsibilities:

- Ensure professional standards in running reception, dealing with both telephone and in person enquiries.
- Maintain a welcoming, efficient, professional representation of Scottish Autism within the office.
- Provide clerical / typing and other administrative support to the Administrator and Managers.
- Help to operate and maintain Scottish Autism's administration, financial, personnel systems and records.
- Maintain accuracy of Scottish Autism's digital platforms relevant to the role.
- Ensure a high standard of record keeping for any financial processes including petty cash and purchase orders.
- Assist in maintaining an effective filing system and other appropriate work systems.
- Support all stages of recruitment including the onboarding process, induction and safer recruitment checks, whilst being a signatory for Disclosure Scotland PVG application forms.
- Log and distribute both incoming post and electronic mail and outgoing mail.
- Source contractors, quotations and order stationary and cleaning materials when required and raise purchase orders in line with procurement policy and procedure's.
- Contribute to and maintain effective communication systems.
- Contribute to ensuring the ongoing administrative targets of the area are fulfilled.
- Work collaboratively with internal functions such as HR, Finance, Marketing and CPI etc
- Ensure high levels of confidentiality in line with Scottish Autism policy and procedures.
- Assist and provide appropriate cover for Administrator where applicable.

- Actively participate in coaching and the review process, to identify your individualised learning pathway, through a process of exploration and reflective practice.
- Undertake any relevant training to ensure CPD is maintained.
- Undertake any other duties relevant to the role.

Skills and Attributes

- To embed and demonstrate Scottish Autism's values, Compassion, Contribution, Collaboration and Change Maker in all aspects of the role.
- To work collaboratively with colleagues and all relevant parties.
- To be confident using IT and sharing information through digital processes.
- Excellent communication, interpersonal and listening skills.
- Excellent organizational and time management skills.
- Ability to work as part of a team and to exercise initiative.
- High levels of accuracy, with excellent attention to detail.
- Highly motivated and adaptable in approach.

Knowledge and Experience

- Experience developed in a similar or equivalent role.
- Well developed IT skills in Microsoft Office including Word, Outlook, Access & Excel.
- Knowledge and understanding of Disclosure administration processes.