



RECRUITMENT PACK

Admin Coordinator



Job Description

Job Title: Administration Coordinator (Part time)

Working hours: 21 hours/week over 3 or 4 days. Working hours to be agreed, flexible

Salary: £26,144 (Pro rata for 0.6 FTE = £15,686 per annum)

Contract of Employment: 12 months contract (with a view to extension, funding dependent)

Reporting to: Lyndsay Macadam, CEO

Location: Home based

About the Role:

SWAN is seeking to recruit an experienced Administration Coordinator.

Reporting to the CEO, your role will involve providing dedicated admin support to SWAN as an organisation and to the staff team. The post holder will be working with other SWAN staff and volunteers to provide the best possible service to those who come to SWAN, and to operate an effective remote office system.

You will also be an active member of the SWAN team.

About SWAN:

SWAN is an autistic-led Charity run for and by autistic women, girls and non-binary people across Scotland. *

Founded in 2012 in response to a lack of visibility and support, we work to create opportunities for autistic women and non-binary people to live healthy, happy and fulfilling lives.

SWAN brings autistic women and non-binary people together to meet others like them and access autistic-led services, information and support which respond to their whole life experiences. Our main services include in-person and online meet-up groups, pre- and post-diagnosis support, online peer support and wellbeing webinars.

We deliver autistic-led training to build understanding and inclusion, and work with organisations to help them achieve neuro-affirming service-design and delivery.

SWAN is a place for autistic women and non-binary people to be who we are, understand ourselves better, connect with others, and learn from and support one another.

Everything we do at SWAN is based on the professional and personal knowledge and experiences of real autistic women, girls and non-binary people.

SWAN is proud to be autistic led.

*SWAN is inclusive of all autistic identity – with a clinical or non-clinical diagnosis or self-identified – and of all women and non-binary people.



Main Tasks and Responsibilities

Whilst every endeavour has been made to outline the duties and responsibilities of the post, these duties are not exhaustive, and this job description may change to reflect changing requirements of the role.

SWAN Admin

- Responding to and redirecting emails.
- Sending internal and external emails.
- Liaising with the SWAN CEO, staff, volunteers and trustees as required.
- Liaising with external partners and stakeholders as required, in relation to administrative tasks.
- Inputting data and maintaining records to facilitate information access and collation of statistics.
- Maintaining clear computer filing system on shared documents.
- Supporting the CEO and staff with organising meetings and diaries, as required.
- Assisting with recruitment and induction admin processes for staff, volunteers and board members.
- Administration of annual leave, expenses, sick leave, and other HR processes.
- Providing information to voluntary & statutory agencies when requested and in line with GDPR.
- Maintaining records of IT equipment, tools and subscriptions – computers, printers, email accounts, antivirus, Zoom, Eventbrite, etc. – as first point of contact for any issues or updates.
- Supporting with funding and fundraising administration tasks.
- Developing and improving administration systems and tools across the organisation

Operational Delivery Support

- Administration of SWAN groups and webinars, including bookings, enquiries, promotion and follow-up.
- Support with administrative tasks related to SWAN volunteers, including onboarding and DBS checks.
- Administration of training enquiries, bookings, invoices and follow-up.
- Maintaining records and statistics on all SWAN services and training delivery.

Monitoring and evaluation

- Assisting the CEO and Operational Delivery team to collect, collate and analyse data from evaluations and feedback.
- Maintaining up to date records of current grant funding and liaising with staff to meet reporting requirements

Digital

- Maintaining and updating the SWAN website, in conjunction with colleagues.
- Collaborating with colleagues to collate and distribute the SWAN newsletter
- Collaborating with colleagues to maintain and update SWAN's social media accounts.
- Supporting with administration and moderation of SWAN closed Facebook group.

General

- To attend and participate in internal meetings as required.
- Liaise with colleagues to provide an effective and consistent service to autistic women, girls and non-binary people in Scotland.
- To attend training and development opportunities as agreed by your line manager.



About You

Knowledge, Experience and Skills

- Strong admin skills and experience, ideally in the Charity sector.
- Excellent organisational skills with the ability to manage own workload independently.
- Multitasking and time management skills, with the ability to prioritise tasks and meet deadlines.
- Ability to self-regulate and manage a varied workload during busy, demanding or challenging times.
- Demonstrable understanding of the lived experience of autistic women, girls and non-binary people.
- Comfortable to operate in an environment where we work every day with autistic women and non-binary people, many of whom have experienced prejudice, trauma and poor mental health.
- Excellent attention to detail.
- Ability to collaborate and work as part of a remote team.
- Ability to communicate effectively with a range of stakeholders.
- Good eye for visual detail and design.
- Experience with using digital tools, such as:
 - Zoom / Teams
 - Microsoft Office – Outlook, Word, Excel, SharePoint, Forms, Power Point, etc.
 - Eventbrite
 - Mailchimp
 - Canva
 - Slack
 - Social Media

Values, Behaviours & Competencies

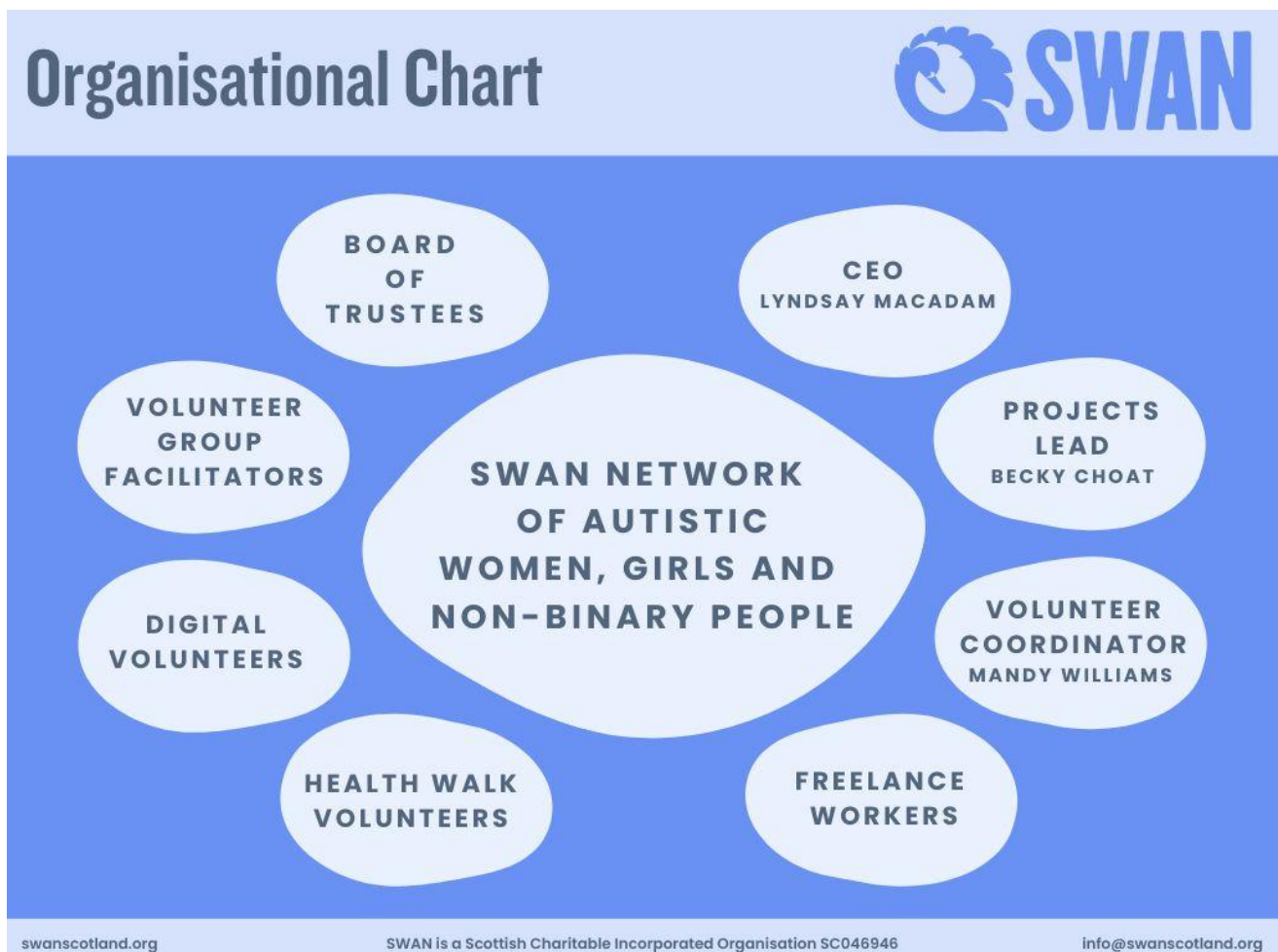
- Committed to SWAN's purpose, ensuring that autistic women, girls and non-binary people in Scotland feel valued, understood and connected.
- Interested in working in a neuro-inclusive environment.
- Resilient and able to be self-reflective, with a commitment to self-care within the team
- Interested in fostering innovation and continuous improvement in working practice.
- Flexible and open to change, new challenges, ideas and experiences.
- Open, honest and non-judgemental, with a commitment to kindness, understanding and acceptance.

Applicants must be based in Scotland. We warmly welcome applicants from a range of cultures, backgrounds and identities.

SWAN is currently under-represented by trans women, non-binary people and people of colour - we strongly value the contribution that people with these characteristics will bring to our organisation.

What We Offer

- The opportunity to work as part of an all-autistic team, within a friendly, supportive and inclusive working environment.
- A strategic commitment to ensuring SWAN staff feel supported, empowered and valued in their roles.
- Home-based working.
- Flexible working days/hours.
- Regular Support & Supervision.
- Opportunities for learning and development.
- IT equipment to carry out the role.
- Employee pension scheme.
- Generous annual leave.
- Cycle to Work scheme.
- A commitment to staff involvement in the development of the organisation.
- Opportunities to develop the role in line with your skills and interests.



SWAN Service Map



Services, information and support for and by autistic women and non-binary people across Scotland



SWAN welcomes all women and non-binary people, over 18 and living in Scotland, who identify as autistic. Visit our website for more information on all our groups and how to get involved.

swanscotland.org
info@swanscotland.org