

CROSSREACH

Care you can put your faith in

Secretary to Finance and Resources Director Candidate Information Pack



The Church of Scotland

Social Care Council

Operating as CrossReach, Scottish Charity No: SC011353



About us

At CrossReach we're a charitable organisation that puts people at the heart of everything we do. From caring for older people, children and families and the homeless to supporting those with learning disabilities, we've been delivering innovative social care for 150 years. And as one of Scotland's largest social care providers, we have 65 services and 1,800 employees across the country.

At CrossReach we are proud to deliver social care to a huge range of people right across Scotland and as member of central services, you'll be helping some of the most vulnerable people in our society live safer, fuller and happier lives.

The Role

Main Purpose

- To provide a full secretarial service to the Director of Finance and Resources, a support service to the Finance and Resources section and regular support, in the absence of the PA to the CEO.

Main Duties

- To provide dedicated secretarial support to the Director of Finance and Resources and to the CEO in the absence of the PA.
- Managing diaries and organising meetings and appointments, operating a bring forward and task tracking system.
- To be responsible for the typing of correspondence, reports, statistical data, and presentations, etc transcribing from hand written copy and audio.
- To provide full secretarial services to designated committees/governance groups; to include ensuring that meetings are convened, committee members notified, minutes taken, and papers circulated, in line with agreed standards.
- To attend other meetings as required and be responsible for minute taking and typing and circulation of minutes and agendas.
- To maintain and co-ordinate the Director's and other designated staffs' diaries and arrange meetings ensuring all necessary arrangements are made.
- To undertake routine correspondence and to ensure that all correspondence is signed and appropriately dispatched.
- To establish and efficiently maintain a filing system, both manual and electronic.
- To handle the Director's correspondence including e-mails ensuring that appropriate timescales are met.
- To make all necessary travel arrangements and support the collation and submission of mileage/expenses returns.
- To work collaboratively with the Secretary of HR and OD, providing cover when required.
- To undertake any other duties as specified by the Director
- Have respect for all aspects of Christian worship.

Benefits

- The salary for this post is £24,22 to £26,859 per annum.
- Health cash plan giving cash back on a range of essential healthcare.
- Wellbeing and counselling support.
- Employee discount scheme, plus access to Blue Light discount scheme.
- Employee awards and recognition programme.
- Contracted hours of work are 38.5 hours per week. You will, however, be expected to work such hours as are required for the efficient delivery of your duties and responsibilities.
- The post will be based at Charis House, Joppa, Edinburgh.
- There are 20 days annual paid leave. Increasing to 23 days after 5 years' service and 25 days at 10 years There are also 10 statutory holidays.
- A pension scheme will be made available to the successful applicant. Up to 7% employer contribution

How to Apply

If you would like any further information, please contact recruitment.team@crossreach.org.uk.

Alternatively, to apply, please visit www.crossreach.org.uk/careers.