



ADMINISTRATOR (part-time) BIG NOISE WESTER HAILES (EDINBURGH)

£26,288 to £30,194 per annum pro rata
(New staff are appointed on the first point of the scale)

Sistema Scotland's vision is to improve lives and strengthen communities. Working with children, young people and their families, we focus on early intervention and stimulating generational social change. By playing music together in ensembles and orchestras, we aim to grow confidence, respect, teamwork and aspiration in the children, young people and communities we work with.

We deliver our work through six Big Noise programmes in Wester Hailes in Edinburgh, Raploch & Fallin in Stirling, Govanhill in Glasgow, Torry in Aberdeen and Douglas in Dundee.

This is an exciting opportunity for a part-time Administrator to join the team in Big Noise Wester Hailes (Edinburgh) as they continue to grow.

Working alongside another Administrator, you will support the Senior Team and Operations Manager at Big Noise Wester Hailes by providing excellent administrative support, procedures and processes to ensure the continued success and growth of the programme. You will also have face to face engagement with adults and children at after-school club, ensuring a smooth-running signing in and out procedure.

You will be an experienced administrator, with excellent organisational skills and the ability to manage a high-pressure workload. You will lead on general communications with parents, so you must also be an effective communicator with both adults and children.

This is a permanent part time post working 2 days (14 hours) per week. Days of work will be agreed with line manager, working between Tuesday and Thursday, 9am to 5pm (with one hour unpaid lunch break).

We welcome applications from diverse cultural backgrounds. We also welcome applications from all nationalities; however we are unable to offer visa sponsorship for this role, so before you apply for this post please ensure that you have the right to work in the UK. For more details on eligibility to work in the UK, please visit <https://www.gov.uk/check-uk-visa>.

For further details please visit our website <http://www.makeabignoise.org.uk/jobs> where you can view the full job/person specification and complete our online application form (no CVs please). For any additional information please e-mail recruitment@sistemascotland.org.uk or telephone 01786 236914.

All applications should be received by Monday 9th December 2024 at 10am

The selection process, which will include a panel interview and a short computer-based competency task, will be held in Wester Hailes (Edinburgh) on Wednesday 18th December 2024.

All successful applicants will be subject to PVG check.