

Clerical Officer

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.