

GIFFORD COMMUNITY LAND COMPANY

Administrator

Job Specification

Introduction

The site is a 55-acre wood which is a combination of Plantation on an Ancient Woodland Sites (PAWS) and Native Woodland that forms the northern boundary to the historic village of Gifford in East Lothian. The woodland was purchased by Gifford Community Land Company (GCLC) in 2017.

The Administrator is accountable for the administrative activities of a small charity as directed by the Project Manager and/or Chair of the Board of Trustees.

Objectives

The Administrator is responsible for the general office administration associated with running a small charity including:

- Supporting the Project Manager, Board of Trustees and Management Committee in their activities including producing minutes for the Management Committee meetings,
- Ordering supplies for woodland and fundraising activities.
- Organising meetings, events and fundraising activities.
- Liaising with local groups, schools and key stakeholders.
- Invoice management as directed by the Treasurer.
- Assist with the production and distribution of leaflets, posters, reports and promotional materials.
- Posting regular, and ad-hoc social media updates.
- Ensure monitoring and reporting requirements are produced and submitted within pre-determined timescales.
- Undertake any other duties that may reasonably be expected to fulfill the role.

Key Skills & Experience

- The post-holder will have excellent administration skills and be proficient in Microsoft Office packages, in particular Word, Excel, PowerPoint and Outlook.
- The post holder will have good verbal and written communication skills, strong organisational skill, be able to prioritise their own workload and be flexible in their approach.
- Ability to work independently.
- The post holder will be an enthusiastic and organised individual with an interest in the success of this community-based charity and the woods under management.

Conditions

- This is a 20 hour per month, home-based position, with potential for regular overtime currently typically an additional 10 hours per month.
- Hours of work are flexible; activities and working hours will be decided in advance by the Project Manager and/or Chair.
- Salary: Above the National Living Wage, up to the pro-rata rate of £13.91 per hour.
- The offer of contract will be subject to a satisfactory PVG check.
- There will be a 3-month probationary period.

To Apply:

Applications, including CV and cover letter should be emailed to gifford.woodseh41@gmail.com. Please title emails **GCLC Administrator Vacancy**

Closing date: **Friday 9th October 2026**.