



## Lockerbie Old School

### **Business Support Assistant**

**20 Hours a week, 12 month initial contract with it being extended subject to funding**

**£12,600 pro rata (£21,840 full time equiv). £12 an hour**

The Lockerbie Old School Community Hub (LOS) are a registered charity working to help regenerate the DG11 area by repurposing the town's old Victorian primary school into a vibrant wellbeing and enterprise centre.

Following a successful grant application to Annandale & Nithsdale Community Benefit Company (ANCBC) & The Lottery's Awards for All Scheme we are looking to recruit a Business Support Assistant. You will be the 'face' of the project within the community, provide administrative support for LOS projects and the Board as a whole, including accounts and payroll, and drive our website and social media platforms.

We are looking for someone with proven experience in creating and managing social media content, running community events and engaging with the public. You will need brilliant attention to detail, have great ideas, be forward thinking and must have great administrative skills, including accounts and payroll. This is an exciting position within our organisation and is key in continuing to help us engage with the local community and to continue to build momentum for our project.

The job is employed and is initially for 12 months but will be extended subject to securing additional funding. It is 20 hours a week, we anticipate this will be spread over 5 days at hours to suit both the successful candidate and the Board, with occasional evening and weekend work. It will be based within Lockerbie Town Centre.

You will have good knowledge of Microsoft Office, all social media platforms, online digital media apps such as Canva and have accurate numeracy skills. You will be able to work independently, with initiative, and have strong verbal and written communication skills, experience in marketing would be a benefit. Accounting experience would be a strong advantage. Experience of the voluntary sector or community-oriented work, Sage One and/or Sage Payroll, website editing and social media platforms would be an advantage, along with experience of event planning or producing publication materials

Duties will include, but are not limited to:



- All project administration - servicing meetings, managing the electronic filing system, printing, assisting in producing report and funding applications.
- Processing and creating invoices and remittance advice, book keeping, payroll. producing monthly reports
- Managing our marketing, social media accounts & our website - Facebook, Twitter, Instagram, Tiktok, Linked In. Creating engaging content for both online and print sources. Newsletter and press release creation.
- Creating and running an exciting schedule of community appropriate events.
- Engaging with the community and local organisations to publicise the project and build a cohesive & resilient future for the DG11 area.

### **How to Apply**

Please provide a CV and covering letter of no more than 500 words, identifying what interests you about this opportunity, why you feel you are suited to the role and why you would be a great addition to our small team. For informal enquiries please call Jen, Project Manager on 07471 741771

Closing Date for Application is 8pm Friday 6th May 2022.

We hope to schedule face to face interviews w/c 16 May 2022 with a view to employment commencing asap after this date.

Please email: [projectmanager@lockerbieoldschool.org](mailto:projectmanager@lockerbieoldschool.org)