



Providing a lifeline of welfare and support to fishermen and their families

The Fishermen's Mission is a Christian charity that provides emergency and welfare assistance to active and retired commercial fishermen and their families through practical, spiritual and pastoral support. Every year we help thousands of clients, many in desperate circumstances.

We are looking for an Office Administrator to work in our Fraserburgh Office supporting our Mission Area Officer and Mission Port Officer along the Moray Coast. This job is about helping fishermen and their families by supporting members of our frontline team.

About You

You will be able to undertake a wide range of tasks in differing situations, with a degree of personal responsibility and autonomy. It is important to be able to work both alone and as a member of the team.

In order for the Charity to work effectively, you may be required to assist with other areas of work and, therefore, you should be prepared to undertake other duties appropriate to the post, as delegated by your line manager.

Job Title:	Port Administrator (Moray Coast)
Responsible to:	Mission Area Officer (MAO) Moray Coast
Hours:	15 hours per week (Start and finish times to be agreed)
Purpose of the Role:	To support the MAO to deliver our Operations on the Moray Coast in line with the Mission Strategy.

The scope of the job is to be responsible for the key responsibilities listed below.

Key Responsibilities

General

- Complete Month end returns on the Ocean. (internal name for Office 365 filing system)
- Check/Make payments for all invoices.
- Ensure receipt of all donations is recorded
- Issue letters of thanks for all donations and ensure these are signed by the MAO as appropriate
- Support the MAO to maintain client records using RE NXT (database)
- Contact clients and supporters to book meetings with the MAO

- Update the MAO's diary
- Provide administrative support for events in the area
- Support fundraising activities
- Maintaining a working relationship with cleaning staff
- **Cash**
 - Process cash including that from collection boxes (Alberts) from around the Fraserburgh Area and finding new venues for Alberts
 - Banking all monies received from donations directly by MAO or MPO Moray
- **Citation**
 - Support with Health and Safety tasks ensuring appropriate documentation on Citation
 - Monitor Citation for upcoming/pending tasks and support the MAO with their completion
- **Volunteers**
 - Support with the completion of volunteer paperwork
 - Maintain volunteer records within the database

Person Specification

Essential

- Ability to data input to a high degree of accuracy
- An excellent personable telephone manner
- Able to work as part of a team
- Intermediate skill level using Microsoft office (Outlook, Word, Excel)
- Highly organised
- Strong attention to detail
- Demonstrate integrity and be respectful of confidential information
- The ability to represent the Fishermen's Mission with appropriate compassion, clarity and confidence

Desirable

- Charity experience
- Office 365 experience
- Experience of working in a busy environment
- Experience of working with a remote team

Terms and Conditions

Based: Fishermen's Mission Office, Fraserburgh

Hours: 15 hours per week.

Line management: The post reports to the Mission Area Officer Moray Coast

Annual Salary: £7632.30

Probationary period: 3 months.

Group personal pension plan: available on satisfactory completion of 3 months service.

Life Assurance: up to four times annual salary.

Holiday: 25 days annual leave plus public holidays. Pro rata for part time staff

Application and interviews

Please submit your application form along with a covering letter/email to Hanna Taylor at hannataylor@fishermensmission.org.uk

The closing date for applications will be Friday 26th August 2022.

Interviews will be held at our Fraserburgh Office on Tuesday 6 September 2022.

Appointment will be subject to receipt of satisfactory references and a DBS check.

Further information regarding the Fishermen's Mission can be obtained from our website: www.fishermensmission.org.uk Find us on Twitter (@thefishmish) and Facebook.