



Role: Junior Administrator
Employed by: The Ridge SCIO

Reports to: Head of Finance & Admin

Contract Type:
Permanent, Part-Time, 21 hours per week

The post holder may be required to work outside office hours and including occasional weekends and to attend all staff meetings (TOIL will be arranged if these fall on non work days).

Salary:
Real living wage rate of £13.45 per hour

Benefits:
6.6 weeks annual leave including 8 days public holidays (pro-rata)
Option to join NEST Pension Scheme
Access to Health Assured Employee Assistance Programme
Bike2Work Salary Sacrifice Scheme
Charity Worker Retail Discounts

Purpose of role and main duties:

This post will be responsible for supporting the smooth running of the organisation's operations. The role will include a wide range of administrative tasks such as managing correspondence, scheduling meetings, and maintaining accurate records. The postholder will work closely with the Senior Management team to ensure that the charity is able to achieve its goals.

The main duties of the postholder include (but are not limited to) the following:

- Providing administrative support to the Senior Management Team
- Manage correspondence and answer emails and telephone calls from stakeholders, partners, supporters and the general public.
- Coordinate meetings, arrange agendas, book meeting facilities, collate relevant papers and prepare minutes of the meetings within agreed timescales
- Support fundraising activities, including maintaining our membership database, email campaigns and membership correspondence
- Provide general administrative support to other members of the team, as directed

- Support the smooth running of Board business, by contributing to the planning and minuting of meetings of the Ridge Boards of trustees and directors, ensuring board packs and minutes are produced and circulated in good time, and any practical issues around Board meetings are addressed promptly
- Update and maintain The Ridge website as directed by other members of the team
- Post to social media as directed by other team members
- Filing/archiving of electronic systems and files
- Update and maintain inventories eg keys, IT, first aid and all other equipment
- Adherence to Ridge policies and procedures at all times, in particular as regards confidentiality and data protection
- PVG and Disclosure Scotland administration and record keeping
- To be well informed about The Ridge and The Ridge Foundation, and to be mindful of your role as an ambassador for the organisation.

This document outlines the duties required for the post to indicate the level of responsibility. It is not a comprehensive or exclusive list and duties may be varied from time to time without changing the general character of the job or level or responsibility.

Person Specification

The successful candidate will have the following experience/skills/knowledge:

An enthusiasm for providing administrative support within an organisation and a willingness to do routine tasks.	Essential
Flexibility and willingness to adapt to meet the administrative needs of an evolving organisation	Essential
The ability to learn quickly and take on tasks outside your skill set	Essential
Strong interpersonal skills and the ability to work effectively with a range of stakeholders, including staff, volunteers, partners, and supporters	Essential
Attention to detail and accuracy in record-keeping	Essential
Knowledge of Google Workspace, experience working with databases and proficiency in learning new software.	Essential
Understanding of and ability to observe absolute confidentiality	Essential
Experience using social media to promote organisational activities and events.	Desirable
Some administrative experience in a similar role, ideally in the charity sector	Desirable
Proven organisational and time-management skills, with the ability to multitask and prioritise	Desirable
Have an understanding of and commitment to the social aims and objectives of The Ridge	Essential

Background

In Dunbar and the surrounding villages it can be especially hard to find jobs, and to access support and training. We are 30 miles away from Edinburgh and the cost of public transport makes working and training in Edinburgh and its outskirts prohibitively expensive.

The problems faced by the more vulnerable members of our community whether it be substance abuse, mental health issues, or issues arising from poverty are all exacerbated by Dunbar's poor public transport system. The Ridge aims to provide local, effective, personalised and holistic support for local people to help them move beyond dependency towards contribution and fulfilment.

Across the Ridge, we aim to create jobs and training opportunities, primarily in Dunbar. We value our local heritage, in terms of both the natural and the built environment, and want to make sure that the current and future generations are able to appreciate and care for it.

We want to:

- provide training and support to help people find gainful employment locally
- develop a range of practical supports to allow more vulnerable members of our community to overcome barriers in accessing training and necessary interventions, to facilitate the fulfilment of their potential.
- provide training and support to give individuals the knowledge and skills to cook healthy food from scratch for themselves and their families, with a limited budget
- protect our local environmental heritage by creating a training garden within the historic Backlands site, respecting its historic significance, whilst also developing local skills and knowledge around gardening
- protect our local built heritage by creating a base of skills and knowledge to carry out restoration and
- maintenance of historic buildings.
- develop business uses for restored buildings, to create jobs and to provide income to make our projects sustainable
- promote and make available the personal health and well-being benefits of gardening stimulate our local economy by improving Dunbar town centre as a tourist attraction, as well as an attractive place for local people to live, work and shop

The Ridge is a Scottish Incorporated Charitable Organisation, with a wholly-owned trading subsidiary, the Ridge Foundations Community Interest Company. To find out more about the Ridge, visit our website www.the-ridge.org.uk

Date last updated: 13 November 2025