



## East Lothian Play Association SCIO (ELPA)

### Administrative support

Advertised January 2024

ELPA is seeking someone with a positive attitude who is reliable and well organised to help with the smooth running of our charity. We need someone who can manage a range of tasks including maintaining our accounts, managing payroll, supporting recruitment and working closely with the staff and Trustees. We are a friendly team, with a strong reputation for delivering high quality play opportunities for children and young people across East Lothian.

#### Key information

- **Hours:** 16-20 hours per month depending on required tasks.
- **Handover:** our current administrative officer will assist with handover and familiarisation.
- **Rates:** £13 - £15 per hour depending on experience.
- **Role:** ELPA is happy to discuss this role being taken on as a part-time post or on a contractual basis by a business or self-employed person (in which case rates to be discussed, please indicate on application).
- **How to apply:** send a CV and short cover letter outlining your experience and suitability for this post to [admin@elpa.org.uk](mailto:admin@elpa.org.uk) by **12noon on Friday 9<sup>th</sup> February 2024**. Please put "Administrative role" in the subject line.

#### The role

##### Regular tasks

- Maintain ELPA books using QuickBooks.
- Process payroll & payroll journals.
- Issue invoices and chase up as required.
- Pay invoices.
- Allocate expenditure to projects.

##### Annual accounts/tasks

- Provide all information required by the independent examiner in order for her to complete the annual accounts. As a small charity it is essential information is well-organised ready for the examination so that accounts can be signed off as soon as possible after the end of the financial year (31<sup>st</sup> March).
- Liaise with staff and Trustees as required for any queries to complete the accounts and ensure legal requirements are fulfilled.
- Prepare the annual return for Office of the Scottish Charity Regulator, OSCR.
- Annual insurance renewal.
- Annual lease contracts for premises.

### Staffing

- Issue/update staff contracts.
- Keep records in relation to sick pay, holiday pay etc.
- Manage holiday pay for sessional workers.
- Advise Trustees/Treasurer on contractual and legal requirements in relation to managing ELPA accounts e.g. HMRC, holiday pay, etc).
- Maintain a register of Trustees.

### Recruitment

- Act as the contact point for applications for employment.
- Preparation of paperwork.
- Follow up references.
- Manage Disclosure for new staff.
- Issue contracts to new staff.

### Other

- Assist with preparing budgets for funding applications.
- Assist staff with budget projections and planning.
- Participate in Trustees meetings (usually online, 7pm - 8.30, every 6-8 weeks).
- Occasional in-person planning or strategy development days.
- Occasional in-person meetings with staff on budgets, financial and staffing matters.
- Maintain a register of members.
- Assist with members updates.

### **Skills, experience required for this role**

- Familiarity with QuickBooks (or equivalent)
- Some knowledge or experience of payroll
- Some knowledge or experience of the Third /Charitable sector would be helpful
- Some experience of charitable funding would be useful
- Must be reliable, well organised and have a positive outlook
- Must be able to manage payroll every four weeks.

## About ELPA

ELPA's aim is to promote and enrich a culture of play in East Lothian by:

- promoting children's right to play (article 31 of the UN Convention on the Rights of the Child)
- sharing the benefits and value of play for all children and young people living in our community
- inspiring and supporting people who work with children.

ELPA currently has a range of activities to achieve these aims.

### ELPA activities

- Loose Parts Play projects – working across schools and community settings, promoting play and supporting the 'circular economy' to reduce waste and promote environmentally sustainable practice – currently investigating infrastructure to support loose parts play more systematically.
- Play Rangers - providing play opportunities supported by our play ranger team in community spaces in the areas of highest disadvantage in the county (SIMD 10% and 20% most deprived)
- Partnerships - to bring play to East Lothian communities through 'Pop Up Play', Pop Up Adventure Play and other play-based activities and events
- PlayCan - in partnership with Can Do offering year-round community-based, inclusive outdoor play opportunities for children and young people with additional support needs
- Creative participation - supporting children's voices through use of creative, age-appropriate methods in all our projects and activities and as a service in conjunction with partners
- Spring and Autumn free training – providing twice-yearly free training for East Lothian practitioners on all aspects of play
- Presentations and workshops – delivering at conferences to a range of audiences in play, childcare, education and cultural sectors to increase knowledge and awareness of the importance of play.

### ELPA awards

- Shortlisted nominee: IPA Right to Play, 2023
- Winning recipient: IPA International Award on the Right to Play in Times of Crisis, 2020.
- Shortlisted Nominee: Promoting Play, National Playwork Awards, 2019.
- Winner: Positive Support for Play, National Play Awards, 2018.

### Governance and staffing

ELPA has an active Board of Trustees with a range of backgrounds and skills. We have three part-time staff and a team of sessional playworkers and play rangers.