

JOB DESCRIPTION

1. ORGANISATION			
Post Title	Business Support Administrator	Job Desc No.	BSA/01/2026
Location	Lossiemouth	Accountable To	Chief Executive Officer
Salary	Real Living Wage (pro rata)	Hours per week	16-24 hours (flexible working) Some weekend working may be required
Duration	Permanent	Terms	Part-time
Our Vision Outfit Moray aims to make a difference to the lives of others, by actively developing the potential of young people, their families and communities, through accessible and affordable outdoor learning and adventure: encouraging life skills and improving physical and mental health.			
Our Mission At Outfit Moray, we create sustainable, life-changing opportunities for young people through outdoor learning and adventure. By building confidence, resilience, and essential life skills, we empower young people to reach their full potential. Our commitment to long-term sustainability ensures we can continue to support future generations and strengthen communities.			
2. JOB PURPOSE			
To support Outfit Moray operations by efficiently administering Business Support functions.			
3. MAJOR TASKS			
3.1. General Administration. 3.2. IT Support. 3.3. Marketing & Communications. 3.4. Related Administration.			

4. REPORTING RELATIONSHIPS
<pre> graph TD BOTD[Board of Trustees (Directors)] --> CEO[CEO & Company Secretary] CEO --> OLP[Outdoor Learning Project Lead (Lead Instructor)] CEO --> BRD[Bike Revolution (Delivery) Project Lead] CEO --> BRE[Bike Revolution (Enterprise) Project Lead] CEO --> FAS[First Aid Services Project Lead] CEO --> FB[Fundraisers Business Support Admin Finance] OLP --> I1[Instructors] OLP --> OSA[Operational Support Admin] OLP --> TV[Trainees/Volunteers] OLP --> D[Drivers] OLP --> SO[Stores Operatives] BRD --> I2[Instructors] BRD --> T1[Trainees] BRD --> V1[Volunteers] BRE --> M[Mechanics] BRE --> T2[Trainees] BRE --> V2[Volunteers] FAS --> FAI[First Aid Instructors] FAS --> FAV[First Aid Volunteers] FB --> V3[Volunteers] </pre>
5. ACTIVITIES
5.1. General Administration
5.1.1. Act as Facilities Administrator, carry out or organise building inspections, including fire, electrical, water and general husbandry. 5.1.2. Act as Data Protection Officer (DPO) for the charity. 5.1.3. Act as HR administrator, including new employee requirements (HMRC starter forms, references, authorised signatory for PVG applications). 5.1.4. Act as Volunteer administrator. 5.1.5. Administrate the Outfit Moray Lottery, including marketing. 5.1.6. Administrate the Outfit Moray clothing bank collections. 5.1.7. Administrate Gift Aid. 5.1.8. Reconciling Cash Box, Receipts and Float. 5.1.9. Administrate Outfit Moray Gift Vouchers.
5.2. IT Support
5.2.1. Liaise with Focus Group (or successor) regarding IT Support. 5.2.2. Provide user level IT Support as necessary.
5.3. Marketing & Communications
5.3.1. Administer and develop the Outfit Moray website. 5.3.2. Develop marketing materials to support engagement and fundraising. 5.3.3. Filter images produced by staff and file for future use. 5.3.4. Produce communications copy for social, television, radio and printed media to support the charity's aims. 5.3.5. Produce an Outfit Moray newsletter.

5.3.5. Administer and develop the charity's social media channels.
5.4 Related Administration
5.4.1. Contribute to Annual Directors Report and quarterly Directors meetings. 5.4.2. Administrate the AGM and any EGMs, as required. 5.4.3. Agree with the CEO other relevant administrative tasks to be undertaken in support of the charity.
5.5 Maintain a Positive and Supportive Culture
5.7.1. Work with staff and volunteers to, as far as possible, align values and beliefs and support positive attitude and behaviour. 5.7.2. Create a positive environment where people are valued and supported. 5.7.3. Support the team and attend meetings and reviews. 5.7.4. Be clear on the vision and purpose, understand the charitable work of Outfit Moray and associated aims and be familiar with the 'elevator pitch'. 5.7.5. Celebrate success. 5.7.6. Live the Outfit Moray values.
5.6 WORKING CONDITIONS (some basic information for this post)
6.1. Working week – 24 hours per week (flexible working & some weekend working). 6.2. Annual Holiday – 37 days (pro rata) including a two week break for Christmas and New Year. 6.3. Support and supervision is provided by the Chief Executive Officer. 6.4. Workplace pension scheme (3% employer and 5% employee contribution). 6.5. A group life insurance scheme is provided (death in service payment of 2 x annual salary).
7. DISCLOSURE
This Post is subject to an Enhanced Disclosure Scotland check and membership of the PVG (Protecting Vulnerable Groups) Scheme, the results of which might impact on your suitability to work in this post.
8. NOTE
This Job Description is intended to give applicants a reasonable overview of the job, what it involves and how we work. It is not intended as an exhaustive list of every aspect of the post-holder's duties.