Logo, company name

Description automatically generated**CAPS Independent Advocacy**

**JOB DESCRIPTION**

**POST** Personnel & Administration Officer

**LOCATION:** Old Stables, Eskmills Park, Musselburgh

**HOURS: 24** hours per week (FT week is 36.25 hours)

**SALARY SCALE:** Pt 27 – 30, £ 25,027 - £ 27,702 per annum FTE (36.25 HRS)

**STARTING SALARY:** £16,570 per annum pro rata

**LINE MANAGER:** Chief Executive Officer

**INTRODUCTION**

CAPS is an INDEPENDENT ADVOCACY ORGANISATION whose purpose is to make sure the voices of the people we work with are heard.

This post is an opportunity to work within CAPS’ Support for Advocacy Team which provides administrative support to an ever growing workforce, who are working from home and also within our two offices in Musselburgh and Edinburgh. This role sits alongside the role of the Finance and Administration Manager and the Communications Manager and is managed by the Chief Executive Officer.

**ABOUT CAPS**

CAPS is an Independent Advocacy Organisation which provides Individual Advocacy to people from East Lothian and Midlothian who have mental health issues or are using drugs and alcohol. We also provide advocacy for children and young people going through the Children’s Hearings process, in these areas. We provide specialist Individual Advocacy for both adults and children and young people, in Lothian, experiencing eating disorders.

We provide Collective Advocacy to groups of people across Lothian with mental health issues so they can come together and voice their experiences in order to bring about change for others or improvements in services.

The main purpose of CAPS’ work is therefore to assist people, through advocacy, as individuals or as members of a group, to set their own agenda, make their wishes known and to have a say in how they live and what services they use. Visit our website for more details [www.capsadvocacy.org](http://www.capsadvocacy.org)

We are set up so that the organisation and its staff are as free as possible from any conflicts of interest. We are independent from the people who fund us and those who provide other services to the people we work with. CAPS is a member of the Scottish Independent Advocacy Alliance (SIAA) and we adhere to the Principles and Standards of Independent Advocacy. CAPS was established in 1991.

**GENERAL PURPOSE OF THE POST**

The principal function of this post is to provide Personnel support to all CAPS staff as well as the implementation of organisational Health and Safety procedures (in conjunction with CAPS CEO). You will ensure all staff have suitable and sufficient resources to carry out their roles including safe IT equipment and the necessary office supplies they require. You will work alongside the Finance and Administration Manager, contributing to finance tasks as required. Responsibility for some areas of Data Protection is an important part of this role and proficiency in data protection compliance is required.

**RECRUITMENT & PERSONNEL**

* Supporting staff recruitment including preparing job packs, arranging advertising, processing applications, preparing shortlisting packs;
* Being responsible for recording recruitment equalities monitoring data;
* Screening new starts for eligibility to work in UK and maintaining screening record system;
* Contributing to staff induction;
* Issuing contracts;
* Managing staff records (excluding support & supervision), including annual leave, sick leave and ‘time off in lieu’ records;
* Being responsible for all requirements relating to staff maternity, including statutory communications, health & safety risk assessments, and payments for keeping in touch days;
* Contributing to revisions of contracts and terms & conditions of employment;
* Advising on and contributing to the development of policy documents when required.

**FINANCE**

* Assisting the Finance Manager with all aspects of finance records management if required
* Recording income and expenditure on accounting software.

**PROCUREMENT, SUPPLIES & SERVICES**

**Regular tasks**

* Managing procurement of all office supplies and services including postage, Freepost facilities, stationery, resources, software, equipment and utilities;
* Managing routine office repairs and renewals;
* Managing external cleaning services;
* Handling general telephone and email enquiries to CAPS office;
* Managing requirements as producer of business waste, e.g. waste transfer notes, recycling system;
* With the CEO managing insurance renewals, maintaining levels of cover required by our SLAs, ensuring appropriate certification;

**Infrequent tasks**

* Preparing and submitting returns for Lothian Valuation Joint Board for rateable value when required;
* Managing exemption from business rates with East Lothian Council when required;
* Managing exemption from TV licensing when required;
* Preparing and submitting insurance claims when required;
* Advising on and contributing to the development of policy documents when required.

**INFORMATION & COMMUNICATIONS TECHNOLOGY**

**Regular tasks**

* Developing and managing systems and security
* Having an understanding of the structured cabling system;
* Managing laptop / desktop facilities;
* Managing fixed-line VoIP telephone facilities;
* Managing mobile phone facilities;
* Managing printing facilities;
* Managing anti-virus software licenses and renewals;
* Making minor repairs or arranging repairs to equipment;
* Managing secure & environmentally responsible disposal & recycling of equipment;

**Infrequent tasks**

* Writing and delivering training on IT systems and security;
* Advising on and contributing to the development of policy documents when required
* Project managing IT system overhauls;

**DATA PROTECTION**

**Regular tasks**

* Maintaining data handling systems compliant with the Data Protection Act 2018;
* Contributing to codes of practice for handling data in the advocacy teams;
* Contributing to data processing and data sharing agreements;
* Contributing to writing privacy notices;
* Updating the schedule for retaining records;
* Managing system for storage and secure destruction of confidential waste;
* Managing system for allocation, access and security of storage resources;

**Infrequent tasks in conjunction with the Finance and Admin Manager**

* Being responsible for responding to subject access requests (SAR) according to the SAR procedure;
* Managing annual registration with the Information Commissioner’s Office;
* Conducting information audits when required;
* Carrying out data protection impact assessments;
* Carrying out legitimate interests assessments;
* Investigating data breaches, reporting to CEO, Management Committee and the Information Commissioner’s Office when needed;

**HEALTH & SAFETY**

**Regular tasks**

* Conducting workstation health & safety risk assessments for staff, identifying and implementing adaptations and equipment to provide a healthy, safe office environment;
* Conducting health & safety risk assessments for premises and equipment, and communication of health & safety information to staff when required;
* Liaising with the Union Health and Safety representative;
* Acting as first aider;
* Acting as a check-in contact under the checking-in procedure;

**Infrequent tasks**

* Managing accident records, RIDDOR;
* Arranging annual portable appliance testing;
* Arranging annual firefighting equipment servicing;
* Advising on and contributing to the development of policy documents when required.

**GENERAL**

* Working independently, prioritising workload and meeting deadlines;
* Working alongside other staff as required as part of the staff team;
* Having a commitment to and ensuring the practical application of CAPS' policies and procedures;
* Being aware of boundaries in all the relationships established in carrying out this work;
* Ensuring that your actions and work behaviours meet the standards set by CAPS;
* Ensuring all your work behaviours display an anti-racism approach and challenge any prejudice and discrimination shown to people with protected characteristics;
* By agreement, any other duties deemed relevant to the post.

**CONTACTS**

* People who use CAPS services;
* Service commissioners;
* Suppliers of goods and services;
* Other CAPS staff, volunteers, Management Committee members and students on placement with the organisation.

**MANAGEMENT**

You will be line managed by the Chief Executive Officer through regular supervision sessions. You will be ultimately accountable to the Management Committee and will be expected to report to them when required.

**LOCATION**

This post is based in CAPS’ office in Musselburgh, East Lothian. Some home working is possible depending.

**FUNDING**

This post is mainly funded by East Lothian Health & Social Care Partnership, Midlothian Health & Social Care Partnership, NHS Lothian, the Scottish Government and Thrive Edinburgh.

**EMPLOYER**

Your employer will be CAPS’ Management Committee.

**TRAINING**

You will be expected to participate in training and personal development as identified through supervision with your line manager. You may also ask for particular pieces of training. It may not be possible to approve a particular piece of training if we do not have the resources.

**SCREENING**

This post is subject to a Basic Disclosure from Disclosure Scotland.

**MISCELLANEOUS**

For the good of CAPS, all staff have a duty to be flexible enough in their working practice to support the work of other functions within the organisation.

CAPS is a Scottish Charitable Incorporated Organisation. Scottish Charity number SC021772