



Dundee United Community Trust Job Description

Title: Modern Apprentice in Administration

Reports To: Head of Operations, Dundee United Community Trust

Hours: 30 Per Week (Including Evening and Weekend work to suit the needs of the Charity), 1 year contract

Location: Based at Tannadice Park

Salary: £5,772

Job Purpose: The main purpose of this post is to provide administrative support to the Head of Operations and to support the day to day operations of Dundee United Community Trust, the official charity partner of Dundee United Football Club. The position is offered on the condition of completing the required SVQ units relating to the Modern Apprenticeship. This post is considered to be Regulated Work with children as specified in the Protection of Vulnerable Groups (Scotland) (PVG) Act 2007. Accordingly, the preferred candidate will be required to become a member of the PVG Scheme, or undergo a PVG Scheme update if already a Scheme member, prior to any formal offer of employment.

Key Responsibilities: While open to change due to the evolving needs of the organisation, the key responsibilities of the Modern Apprentice in Administration are:

- Act as the first point of contact for general enquiries within the Charity – answering calls, managing the general enquiries email account and handling incoming and outgoing mail
- Take responsibility for managing our database of clients and staff members – circulating emails, updating contact information and maintaining our filing system
- Manage membership payments on a monthly basis
- Complete bank reconciliation processes, issue sales invoices and manage a purchase order system as well as compiling and submitting bank payment deposits
- Maintain our social media presence

Skills, Knowledge, Qualifications and Experience:

There are no formal qualifications or experience levels required as part of the role involves completion of a formal apprenticeship qualification in administration at the appropriate level to the candidate.

We are looking for a team player who is well organised with strong communication skills, particularly by telephone. An understanding of IT systems – in excel and word especially. A willingness to learn and enthusiasm are essential for the right candidate.

To apply, please send a CV and covering letter to enquiries@dundeeunitedct.co.uk