

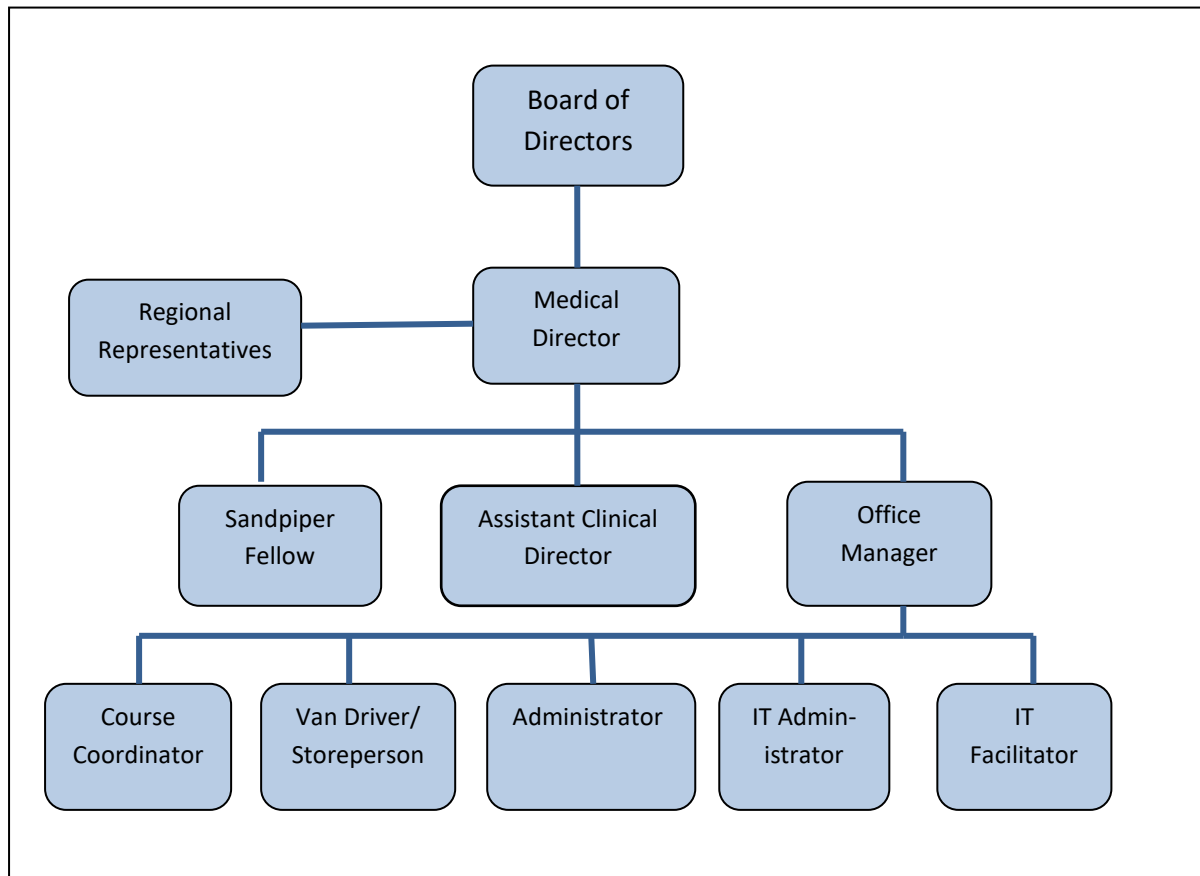


# BASICS Scotland

## Job Description

JOB DETAILS	
JOB TITLE	<b>Administrator</b>
IMMEDIATE MANAGER'S TITLE	<b>Office Manager</b>
JOB PURPOSE	
<p>The post holder will work closely with the Office Manager to provide administrative support for a variety of projects within the organisation as well as providing secretarial support to the Medical Director.</p>	
ROLE OF BASICS SCOTLAND	
<p>BASICS Education Scotland was established in 1995 to provide high quality immediate care training to health professionals in Scotland. BASICS Education Scotland provides a variety of educational courses including immediate medical care courses, pre hospital paediatric care courses, major incident courses and emergency medicine courses. Many of these courses are run under license from other organisations such as the Advanced Life Support Group and the Faculty of Pre Hospital Care of the Royal College of Surgeons, Edinburgh. BASICS Scotland works closely with The Sandpiper Trust. The Sandpiper Trust provides Sandpiper Bags to health service professionals who have completed immediate care training. As well as providing bags, the Trust has provided vehicle locators and additional equipment to responders. In addition, it has provided training equipment, including simulators to BASICS Scotland. This valuable symbiotic relationship makes BASICS Scotland unique amongst training providers in that not only do we provide education, we also provide participants with the equipment they are taught to use.</p> <p>BASICS Scotland receives funding from the National Health Service Education Scotland (NES) to provide immediate care courses to health professionals working in remote and rural areas of Scotland. It achieves this by delivering courses in convenient locations throughout Scotland. BASICS Education Scotland aims to provide all its educational courses in the most supportive, informal and convenient manner as possible to those attending its courses.</p> <p>In addition to providing training courses, we co-ordinate local Responder Schemes throughout remote and rural Scotland and work closely with Scottish Ambulance Service, the Emergency Medical Retrieval Service and hospital based pre-hospital care teams based in Scotland.</p> <p>BASICS Scotland Responders are rural GP's, Nurses and Paramedics who have received additional training through BASICS Scotland. Each of our Responders is provided with equipment including a Sandpiper Bag and access to a defibrillator. Many Responders have also been issued with an automatic Vehicle Locator System to allow contact with their local Ambulance Control and tracking of their vehicle's location.</p>	

## ORGANISATIONAL STRUCTURE



## MAIN DUTIES

The main duties of this post include:-

- Diary management and secretarial support to the Medical Director, including minute taking.
- Provide general admin support to the Office Manager including assisting in the organisation of the Annual Conference.
- Organising meetings with multiple attendees, arranging travel, expenses and accommodation.
- Accounts – process invoices, credit card, petty cash and online payments, credit control, keeping financial records up to date using Sage software.
- Administration and main point of contact for our volunteer Responders, including set up, monitoring and dealing with equipment requests.
- Identifying suppliers and ordering equipment as required
- Collate benefits information for BASICS Scotland membership and promote to increase member numbers.
- Support to admin team in organisation of courses when needed.
- Facilitate on courses, both weekdays and weekends (on a rota basis).
- Any other administrative duties as required.

## SYSTEMS AND EQUIPMENT

You will be required to use the following:

- Daily use of computer/laptop for prolonged periods of time.
- Standard Microsoft Office programs, eg Word, Excel, Powerpoint, Outlook.
- Use of network printers and photocopiers when required.
- Use of Internet.
- Use of telephone systems.
- Use of equipment to provide methods of presenting information such as projectors, video, laptops etc.
- Video conferencing facilities – both fixed location and internet based Adobe Connect – *training will be provided.*

## RESPONSIBILITIES OF THE POST HOLDER

The post holder is expected to use their own initiative and exercise judgement within the parameters of their post.

They will be able to prioritise workloads and take responsibility for day-to-day planning with minimum supervision ensuring assigned projects are well managed and completed on time whilst demonstrating high regard for quality of output as well as completion of the task.

## COMMUNICATIONS AND WORKING RELATIONSHIPS

Within your everyday working environment you will:

- Liaise with external agencies by telephone/email and be proactive in supporting the Medical Director in organising meetings.
- Demonstrate excellent written and verbal communication skills.
- Develop and maintain effective communication links and working relationships with colleagues, management and Board of Directors of BASICS Scotland, as well as suppliers, sponsors, other health professionals and external organisations.
- Keep your line manager informed of progress against your agreed work plan and highlight any potential issues or risks which may affect project or work-plan delivery.
- Participate in regular team meetings and internal staff events.
- Take responsibility and ownership for tasks and follow through to completion.

## MOST CHALLENGING PARTS OF THE JOB

- Diary management for the Medical Director and arranging meetings at executive level.
- Prioritising a busy and varied workload within required timescales.
- Responding to urgent requests and problem solving on an ad hoc basis.
- Dealing with continual advancements in internal and external systems.

## DEMANDS OF THE JOB

- Keyboard skills – high level of accuracy required.
- Excellent time management skills and the ability to prioritise work is essential.
- The role may involve dealing with interruptions and requires the ability to multi-task and manage conflicting priorities.
- The post will require use of a computer for long periods of time.

## QUALIFICATIONS AND/OR EXPERIENCE SPECIFIED FOR THE POST

The post holder will have the relevant professional qualifications and/or experience.

### Essential

- Educated to HNC level or have equivalent experience in administration.
- Excellent organisational skills with a high level of competency in using office systems and a working knowledge of Microsoft Office packages.
- Excellent communication skills (oral and written) with good attention to detail.
- Highly motivated and enthusiastic with ability to work on own initiative, as well as working as part of a small team.

### Desirable

- Knowledge of BASICS Scotland
- Current driving licence.