



BASICS Education Scotland

BASICS Scotland, Administrator

Based in Aberuthven, Perthshire

Salary: £18,383 - £21,947

Full-Time (35 hours)

BASICS Scotland was established in 1995 to provide high quality immediate care training to health professionals in Scotland. We provide a variety of educational courses including immediate medical care courses, pre hospital paediatric care courses, major incident courses and emergency medicine courses.

BASICS Scotland receives funding from NHS Education Scotland (NES) to provide immediate care courses to health professionals working in remote and rural areas of Scotland.

We are currently looking to recruit an administrator to be part of our small team based in our office in Aberuthven. The post holder will provide administrative support to the organisation for a variety of projects within the organisation, as well as providing support to our volunteer responders.

The successful candidate will have responsibility for:

- Provide general admin support to the Office Manager and Support Team.
- Reception duties, main point of contact for visitors and telephone queries.
- Administrative support to the Responder Clinician for our BASICS Responders, including processing responder applications, liaising with Scottish Ambulance Service and working closely with the Sandpiper Trust in dealing with equipment requests.
- Assisting in the organisation of the BASICS Scotland Annual Conference including organising conference committee meetings, liaising with sponsors and processing speaker and delegate bookings.
- Maintain database on BASICS Scotland membership and promote member's benefits to increase member numbers.
- Organising meetings, arranging travel, expenses and accommodation for staff and volunteer instructors and minute taking where required.
- Accounts – support in invoicing, credit control and keeping financial records up to date using Sage software.
- Identifying suppliers and ordering equipment as required.
- Support in organisation of courses as required.
- Facilitate on courses, both weekdays and weekends (on a rota basis).
- Any other administrative duties as required.

The successful candidate should be educated to HNC level or have demonstrable equivalent experience in administration. You will have excellent organisational skills and a working knowledge of Microsoft Office and Sage packages. This is an exciting opportunity to join our organisation and be part of a small dynamic team.

Please submit application form or CV to Lynne Malpass at lmalpass@basics-scotland.org or via post to the address below.

Closing date: Monday, 30th September 2019

BASICS Education Scotland

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Company Limited by Guarantee: SC226924
Scottish Charity No: SC030189

www.basics-scotland.org.uk