

## **Position: Part-Time Admin Support**

Work Location: Remote, then office at Lucky Ewe Farm KY15 5RR.

Hours: 15 hours per week over 5 days (flexible, with potential for increase).

Pay: £15 per hour

An exciting opportunity to work for Lucky Ewe, an established and developing charity which offers work placements for people with additional needs. We are now in the process of moving to our new long-term home, a smallholding of 71 acres with a 25-year lease at Lucky Ewe Farm, Cupar, KY15 5RR

### **Main Role Responsibilities:**

1. Payroll and Finance: liaising with SCVO re payroll for employees and ensuring compliance; processing volunteer reimbursements; handling receipts and expenses for trustees and employees; invoice payments, expense tracking; grant monitoring; collaboration as needed with the Treasurer.
2. General Administration: monitoring staff holiday entitlement; procuring equipment and supplies as needed; managing distribution of e-mails, newsletters, and important updates; handling inquiries; taking minutes and writing reports when required.
3. Communication and IT Support: updating social media (e.g. Facebook); managing the online store; providing IT support and maintaining IT systems.
4. Supporting Lucky Ewe Trustees to help develop the charity to its full potential, providing administrative assistance and ensuring smooth operations.
5. Grant applications and reporting to funders (prior experience not essential – training will be given).

### **Essential qualifications and skills:**

Proven experience in administrative support, including payroll and finance.

Proficiency in Excel, Word, and general IT systems.

Flexibility and the ability to work independently from home with their own IT equipment and internet access.

Commitment to supporting Lucky Ewe's mission to empower beneficiaries through experience and confidence-building.

### **Preferred Attributes:**

Knowledge of website development.

Background knowledge in areas such as education, family support, additional needs, land management/animal husbandry.

**Applications:** send your completed application form to [recruitment@luckyewe.org.uk](mailto:recruitment@luckyewe.org.uk). Optionally, you may also include your CV.

**Note:**

The role reports to the Trustees of Lucky Ewe.

The post is subject to PVG checks.

You must have an existing right to work in the UK.

Closing Date: Mon 20<sup>th</sup> Jan 2025

Interviews: Fri 24<sup>th</sup> Jan 2025

Second interview: Wed 29<sup>th</sup> Jan 2025

Appointment of successful candidate, subject to references: Thur 30<sup>th</sup> Jan 2025

More info: visit our website at [luckyewe.org.uk](http://luckyewe.org.uk)

Informal inquiries welcome by email to: [trustees@luckyewe.org.uk](mailto:trustees@luckyewe.org.uk)