



THE ISLE OF GIGHA HERITAGE TRUST

Job Title:	Office Administrator
Date:	June 2026
Reports to:	Business Development Manager
Location:	IGHT Office though hybrid home working may be considered
Hours:	Part time, 15 hours per week
Salary:	Real Living Wage
Term:	Fixed term for 1 year

Job Purpose: To provide efficient administration and secretarial duties including personnel management.

Core Responsibilities:

These are the core responsibilities for this role and is not an exhaustive list. The post holder will be required to undertake any other tasks as requested.

Personnel & Policies

- Always answer timeously and politely general enquiries whilst presenting a friendly and warm welcome to the island.
- Keep record of all IGHG group employees holiday requests and absences, providing the Office Manager with accurate payroll data.
- Review and organise training requirements for staff and directors, including preparation of training agreements and personal development plans.
- Organise annual uniform orders.
- Work with the HR Directors to organise annual performance appraisals and review of job descriptions.
- Work with the HR Directors to manage recruitment processes including advertisement and selection.
- Prepare and deliver inductions to all new employees.
- Review and manage the company's Employee Assistance Programme with Health Assured.
- Create and review company policies including oversight of the Employee Handbook and HR policies.
- Ensure that that Trust's visions and values are effectively communicated internally and externally.

Company Secretary

- Update and maintain company records including Companies House and OSCR.
- Assist in the preparation and distribution of communications with Trust members such as newsletter and memos.
- Act as the minute taker for all meetings including board meetings, members meetings, and AGMs.
- Act as the Company Secretary for the IGHG group by supporting the board and Chair in board meetings and external communications.
- Manage the Directors email inbox for new correspondence to be presented at monthly board meetings.
- Act as an assistant to the Business Development Manager by responding to emails and enquiries on their behalf.
- Maintain the Trust's website and socials and assist the Communications Director with information and updates for the Members Forum.

Together with, and at all times,

- Positive engagement with the policies and procedures agreed by the Board
- Constructive and supportive interaction with all Trust employees and members and island residents
- Regular reporting to the Business Development Manager and Trust Board, including contributions to the Board's Monthly Management Report.