



RIVER TWEED COMMISSION THE NORTH COURT DRYGRANGE STEADING MELROSE ROXBURGHSHIRE TD6 9DJ
TEL: EARLSTON (01896) 848294 FAX: EARLSTON (01896) 848277 EMAIL: enquiries@rtc.org.uk
Established by Order under an Act of Parliament to protect the fish stocks in the Tweed river system

JOB DESCRIPTION

Job title: Office Manager/Senior Administrator

Responsible to: Clerk

Responsible for: No staff reporting

Job Context:

The River Tweed Commission is the fisheries regulator for the Tweed District. It is charged under The Scotland Act 1998 (River Tweed) Order 2006 with the general preservation and increase of salmon, sea trout, trout and other freshwater fish in the River Tweed and its Tributaries, and in particular with the regulation of fisheries, the removal of nuisances and obstructions and the prevention of illegal fishing. The area of jurisdiction extends five miles out to sea and includes the coastline between Cockburnspath and Holy Island. Powers under the above legislation are granted to the Commission to fulfil these duties.

The Tweed Foundation works to advance, for public benefit, environmental protection and improvement by conserving and enhancing all species of freshwater fish and their environments primarily in the waters of the Tweed District. It does this through education of the understanding of aquatic ecosystems, including their fauna, flora and economic or social activity, and river catchment management, including the need for, and benefits of, protection, conservation, rehabilitation and improvement of aquatic environments. It also seeks to advance the development of the use, conservation and management of fish and fishery resources, water, water quality, environmental conservation, education and participation in sporting or recreational activities in connection with those resources.

The Tweed Foundation works closely with the River Tweed Commission (RTC) and other management agencies to provide the basis of objective decision making on the River and within the Tweed & Eye District Fisheries Management Plan.

Job Purpose:

- To run the general office function for both organisations ensuring that all staff are provided with the requisites required to perform their duties and that the office building services operate efficiently at all times.
- To provide a full range of administrative support to the Clerk and senior management team in order to ensure the efficient running of both organisations.
- To oversee the upgrade of one of the main data storage and retrieval mechanisms and to undertake the reorganisation, and maintenance, of all other systems in compliance with Data Protection requirements.

- To implement an efficient request and recording system to log all site visits for the field season electro-fishing programme to relief the biological staff of the administrative burden, and other similar tasks, as requested.
- To assist in the production of high quality publicity materials which promote and inform.

Scope and Accountability

Reporting to, and working closely with, the Clerk, the Office Manager/Senior Administrator has responsibility for the provision of high quality secretarial, administrative, office and database management and reception services to both the RTC and Tweed Foundation.

The Office Manager/Senior Administrator is responsible for the following:

Responsibilities

- To provide a full range of secretarial and administrative assistance to the Clerk and senior management team including general IT and word processing support, and mailshots, as directed
- Ensure the timely compilation and distribution of agendas and meeting papers for all meetings of the RTC and Tweed Foundation including the Commission, Board and other committees, and keeping records of those up-to-date
- To create, maintain and use databases
- To coordinate and manage the Tweed Foundation's Annual Auction and Tweed Shirt Scheme
- Taking and typing up of minutes of meetings, including providing summaries, and maintaining the Minute Books
- Maintain archiving system and oversee all filing for both RTC and Tweed Foundation - in paper and electronic formats
- Maintenance of all River Tweed Commission and Tweed Foundation non scientific databases
- Input and maintain all paperwork associated with Tweed Fishery Records
- Recording and acknowledging Stocking applications
- Recording Conservation Payment Scheme milestones
- To ensure that all Drygrange services run smoothly and efficiently, including requisites for staff, as well as buildings' maintenance
- In conjunction with the Clerk, undertake the administration of the RTC's Assessment system and maintenance of the Assessment Roll
- To take room bookings for regular and *ad hoc* meetings as requested, and to ensure that resources and refreshments are provided for the RTC's and Tweed Foundation's own meetings
- Maintain and service the Tweed Foundation membership and process Gift Aid Claims
- Responsibility for petty cash
- Assist with the production of publicity material including publications, reports and blogs, in accordance with the communications policy
- To action consultancy quotations as required
- Organise vehicle fleet servicing, maintenance, and keep MOT schedules
- Take Wheelyboat bookings and ensure that licences are completed
- Maintain accident and near miss records
- Maintain the Health & Safety Policy, as directed
- Maintain the Staff Handbook, as instructed
- Requirement to participate in events' co-ordination, from time-to-time
- To receive visitors and work effectively with the public
- To undertake any other duties that may be reasonably requested

Person Specification

Knowledge

- Excellent computer skills including an up-to-date and proven knowledge of MS Word, Excel, and also Access
- A thorough understanding of MS Outlook, including calendar and email file management

Experience

- Considerable previous experience of managing in an office
- Ability to work on several projects simultaneously
- Experience of taking accurate and concise minutes and producing summaries
- Understanding of data security, and protection of organisations' reputations online
- Experience in keeping accurate, and up-to-date, Health & Safety and Personnel records
- Experience of successfully managing projects
- Track record of bringing about positive change and improvement in an office environment
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Skills and Abilities

- Must be able to demonstrate proven ability in office management, administration and protocols
- Ability to think strategically
- Excellent attention to detail
- Ability to write reports
- Meticulous record-keeping
- Able to produce written work of high quality and accuracy, with an excellent command of English grammar and spelling and well-developed document layout skills
- Well-developed proof reading ability
- Ability to prioritise and plan a varied workload and achieve deadlines
- Ability to work on own initiative and under supervision
- Excellent diary management skills
- Skilled co-ordinator with the ability to oversee a variety of office activities, when requested
- High degree of numerical ability
- Excellent I.T. skills
- Good communication skills, including an excellent telephone manner
- Good team working
- Good interpersonal skills including a professional approach
- Ability to deal with conflict with tact and understanding
- Ability to negotiate
- Ability to be flexible and work under pressure
- Understand the need for, and implement, a high level of discretion at all times
- Understanding and implementation of data security

Personal Qualities

- Commitment to own personal and professional development
- Complete discretion and confidentiality in the working environment
- An interest or developing interest in fisheries management and the environment
- Willingness to work some flexible hours, as may be required occasionally
- Commitment to the values and ethos of the River Tweed Commission and The Tweed Foundation
- Team working approach and willingness to work collaboratively with others internally and externally