



ECY IS HIRING!

ADMINISTRATOR

We are looking for a friendly, organised and adaptable person to join our small team as Administrator. This role is part time and would suit someone who is passionate about making yoga inclusive and accessible.

APPLY WITH CV AND COVER LETTER TO
LAURA@EDINBURGHCOMMUNITYYOGA.CO.UK

Job Details

£18,200 pro rata. 15 hours a week (ideally spread across the week Monday, Wednesday & Friday). The role is mainly home-based so will only suit someone with access to a laptop. Some work based at Beetroot Sauvage Wellness Centre, EH9 1SX.

Applicants

We actively seek diversity across all identities and experiences within our work team and recruitment. If you've got the right skills for the job we want to hear from you.

We encourage applications from all, regardless of age, disability, gender identity, sexual orientation, religion, belief or race.

About Edinburgh Community Yoga

We are a small, not-for-profit social enterprise based in Edinburgh, who take the therapeutic benefits of yoga to communities in Edinburgh, ensuring access and inclusion, by working across the cultural, economic and health barriers that prohibit people from taking part. We aim to provide a learning environment that is safe and supportive, and to equip people with the skills to deal with stress, and improve their health and mental well-being.

Job Description

The Administrator is a key part of our small team, assisting with the day to day running of all of our classes and outreach projects. It is essential that you are committed to our vision and mission and are passionate about what we do.

Key responsibilities include:

Coordination and Organisation

- Responding to general enquiries regarding services & classes
- Coordinating bookings & processing payments
- Coordinating retreats, workshops & trainings
- Identifying potential new clients
- Supporting the directors in ad hoc day to day tasks
- Managing workplace wellbeing programmes
- Arranging internal team meetings and workshops

Managing Social Media

- Maintaining social media presence
- Upkeep of student mailing lists and developing content and designing the monthly newsletter

Basic Book-keeping

- Using Xero to create invoices

Teacher & volunteer coordination & induction

- Keeping team information up to date & storing securely within GDPR
- Setting up new classes/outreach projects & allocating teachers
- Managing scholarship processes
- Allocating work to appropriate teachers

Person Specification

Skills

- Confident user of G Suite (Gmail, Drive, Docs, Sheets) and Canva
- Strong written communication skills & able to write for a wide range of audiences
- Experience of maintaining social media accounts, creating engaging content in keeping with brand guidelines. (Primarily Facebook and Instagram but potential for developments with Twitter and Youtube)
- Experience basic bookkeeping using Xero (creating invoices/tracking petty cash/processing BACS)

Personal Attributes

- Passionate about inclusive yoga, accessible wellness and a commitment to diversity in the field
- Calm and confident manner in dealing with queries from the public and potential students, recognising the challenges they may be experiencing in reaching out to ECY
- Experience of managing and prioritising a wide range of tasks, using initiative and working independently to meet deadlines
- Excellent attention to detail
- A flexible and adaptable approach to meeting new tasks as they arise

Applicants Notes

Apply with CV and covering letter. Please base your answer on the job description above and highlight relevant qualifications and experience.

Any questions please call 07966502085 or email
laura@edinburghcommunityyoga.co.uk

CLOSING DATE for applications: 12th October 2020
Interviews will take place on: 26th October 2020 via Zoom

