



**Administrator (part-time, 16 hours/week, initially for 3 months, may be extended)**

**Application Deadline: 1 p.m., Friday, 29 August 2025**

**Location:** Leith Community Croft

**Salary:** £15 per hour (approximately £28K FTE if full time is counted as 36 hours/week)

**Organisation:** Earth in Common

**Sector:** Charity / Third Sector

Are you an organised, proactive individual who thrives on making a difference behind the scenes? We're a small, community-driven charity looking for an **Administrator** to support our operations and help us deliver meaningful impact.

This is a varied role ideal for someone who enjoys juggling tasks, working with people, and keeping things running smoothly. You'll play a key part in managing our financial admin, staff and volunteer rotas, and coordinating our farmers' market schedule.

**Key Responsibilities:**

- **Finance Support:**
  - Process invoices, receipts, and payments
  - Maintain accurate financial records and assist with reporting
  - Support budget tracking and liaise with our accountant/bookkeeper

- **Rota Coordination:**
  - Create and manage rotas for staff and volunteers
  - Communicate schedules and handle changes or cover needs
- **Farmers' Market Scheduling:**
  - Coordinate stall bookings and logistics
  - Liaise with vendors and volunteers
  - Keep the market calendar up to date and ensure smooth event delivery

### **What We're Looking For:**

- Strong organisational skills and attention to detail
- Experience with basic financial admin (e.g. spreadsheets, bookkeeping)
- Confident communicator with a friendly, collaborative approach
- Comfortable using digital tools (Excel, Google Workspace, scheduling apps)
- A flexible, can-do attitude and a passion for community work

### **Why Join Us?**

You'll be part of a small, passionate team making a real difference in our local community and beyond. We offer flexible working arrangements and a supportive environment where your contributions are truly valued.

### **Application Notes:**

Browse our website to learn more about us: <https://www.earth-in-common.org/>.

Please write a covering letter setting out how you meet the requirements of the position, and email this, together with a CV and the details of two referees (preferably former/current employers, whom we shall approach with discretion), to [hello@earth-in-common.org](mailto:hello@earth-in-common.org) by 1 p.m. on Friday, 29 August 2025. You can also send queries to this email address.

Applicants selected for interview will be notified by Tuesday, 2 September 2025. Interviews will take place from Thursday, 4 September, and successful candidates would ideally start as soon as possible thereafter.