All staff must have a personal faith in Jesus Christ and believe the Bible to be trustworthy and the highest authority for Faith and Life.

It is essential that you are committed to Teen Ranch Scotland’s Statement of Faith, working principles and vision and are able to demonstrate this through your dedication and motivation.

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| JOB TITLE: | Admin Staff |
| CONTRACT TERM: | Minimum of one year |
| WAGES: | Teen Ranch does not pay minimum wage. (National Minimum Wage Act 1998, section 44A) An Allowance of £100 per week is given to full-time workers. In the event that TRS has no available funds and the allowance cannot be paid weekly the total sum in arrears will be calculated and paid as funds are available. |
| ACCOMODATION:ROLE: | The post is residential. Accommodation will be provided and may be shared. Facilities, Kitchen and lounge areas are communal. Some meals are provided.* To carry out the daily administrative duties. This may include, answering emails, answering the phone, mail shots, promotional artwork, managing bookings, bookkeeping, filing and reporting to supervisor.
* To work in other areas of Teen Ranch when asked (e.g. kitchen staff during a camp)
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| DUTIES: ADDITIONAL DUTIES: | * Take part in Devotions
* Complete daily administrative duties as instructed by Supervisor
* Liaise and report to supervisor
* Read and Uphold Risk Assessments
* Maintain correct documentation
* Fulfil rostered role in other areas when required
* At times other areas of the Ranch may require additional help during the office’s quieter times.
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**Personal Specification/Job Requirements**

**Essentials**

1. All staff must have a personal faith in Jesus Christ and believe the Bible to be trustworthy and the highest authority for Faith and Life. It is essential that you are committed to Teen Ranch Scotland’s Statement of Faith, working principles and vision and are able to demonstrate this through your dedication and motivation.
2. Must be able to work well as part of a team.
3. Must be able and willing to communicate well with colleagues, supervisors, clients including young people and those external to the organisation.
4. Must agree to adhere to safe practice.
5. Must be flexible and adaptable and have a Positive, Patient and calm approach to their work.
6. Must be willing to work unsociable hours.
7. Must be computer literate.
8. The Applicant can only be accepted after PVG check has been completed and the applicant deemed suitable to work with children, young people and vulnerable adults.

**Desirables**

1. Have a good knowledge of the working of Teen Ranch Scotland.
2. Experience working in an administrative role.
3. Experience working with young people and children.