



**WELLBEING
ECONOMY
ALLIANCE
SCOTLAND**

WEAll Scotland Executive Assistant – voluntary position

July 2019

The Wellbeing Economy Alliance Scotland is looking for an Executive Assistant to provide a range of administrative support functions for our small but dedicated team. This is an exciting opportunity to support the establishment of a newly formed NGO. While this is a voluntary position all reasonable expenses incurred will be reimbursed.

About the Wellbeing Economy Alliance Scotland

The Wellbeing Economy Alliance Scotland ([WEAll Scotland](#)) works with a cross-section of Scottish society to support Scotland to be a key player in the global movement for a wellbeing economy. Pioneering initiatives are springing up across Scotland which demonstrate an alternative economy is possible. We aim to connect and amplify these initiatives through events and communications, and by working with partner organisations who share our vision.

About this role

This voluntary role will provide administrative support on an ongoing basis to the WEAll Scotland team.

We welcome applications from people from a range of backgrounds who meet the criteria outlined below and the following conditions:

- Commit to a minimum of 7 hours per week, for six months
- Be resident in Scotland
- Have access to a personal computer/laptop to work with colleagues via a range of electronic platforms

Job Description

Minimum tasks

- Provide support at WEAll Scotland events
- Update and maintain WEAll Scotland's contacts database
- Establish and maintain financial systems, including updating budgets, payment of invoices and issuing of invoices
- Order materials, such as print materials and stationary
- Maintain electronic filing systems

Additional tasks that would be desirable depending on candidate skills and capacity

- Liaise with printers to secure the best price for materials
- Issue communications to members using Mailchimp
- Trouble-shoot issues related to IT support systems such as email, Dropbox etc.

Who we are looking for

Essential criteria (in a voluntary or professional context)

- Experience of organising internal meetings including identifying dates, issuing invites and securing venues
- Experience of co-ordinating events for an external audience
- Experience of maintaining financial systems
- Experience of maintaining a contacts database and a demonstrable understanding of GDPR
- Good written communications skills
- Well organised and capable of taking forward instructions with minimum supervision
- Knowledge of Microsoft Office (especially Word, Excel and Powerpoint) and Dropbox
- Passionate about the aims of the Wellbeing Economy Alliance

Desirable criteria (in a voluntary or professional context)

- Knowledge of Zoom, Mailchimp and/or Slack.
- Experience of working or volunteering with an organisation that seeks social/environmental change
- Understanding of the challenges of working within a geographically displaced team

How to apply

If you are interested in applying for this post, please send your CV with a covering email of no more than 700 words, outlining how you meet the essential and desirable criteria outlined above, to scotland@wellbeingeconomy.org.

The closing date for applications is 6pm on Sunday 18 August. We anticipate holding interviews in Edinburgh on Wednesday 28th August and in Glasgow on Thursday 29th August.