

Cairngorms 2030: Administration Officer Corporate Services Directorate



Cairngorms
National Park Authority
Ùghdarras Pàirc Nàiseanta a'
Mhonaidh Ruaidh

6-months fixed term post. Our preference is that the post is delivered on a full time basis of 35 hours / week (5 days), but we would be willing to consider part time hours of 28/week (4 days). Band B

About Cairngorms 2030

Inspired by the Gaelic word Dùthchas – meaning the deep-rooted connection between people and nature – Cairngorms 2030 is putting the power to tackle the climate and nature crisis in the hands of people who live, visit and work in the UK's largest national park.

The programme will put local people at the heart of decision-making; work with land managers to restore and enhance landscapes; make getting around the Park easier, safer and greener; and foster healthier, happier communities with wellbeing at their heart. Cairngorms 2030 is an unprecedented partnership of over 70 organisations and is supported by The National Lottery Heritage Fund, with thanks to National Lottery players.

Purpose:

To provide administration support that helps to ensure the smooth running of the Cairngorms 2030 Empowerment and Engagement Themes, with a particular emphasis on supporting the engagement team and their work on effective community engagement and the Cairngorms 2030 Communities Fund, and associated C2030 projects.

Responsibilities:

This post sits within the wider admin team, and helps to ensure the smooth running of multiple projects. Through designing, maintaining and improving administrative systems and ensuring excellent internal communication, this post supports colleagues in their day to day work and the broader function of the team. This will involve close liaison with staff within the Communities and Rural Development team, and Community Grants team.

Specific responsibilities include:

C2030 Engagement and Empowerment theme project support (60% of post):

- Providing administration support for the empowerment projects, in particular, Effective Community Engagement, Community Arts and Culture, and Climate Conscious communities.

- Use and maintain existing resources and processes , for example the engagement list, community contacts list, , venue directory and others, identifying opportunities for improvement where appropriate.
- Responsibility for engagement@ and ruraldevelopment@cairngorms.co.uk emails, ensuring enquiries are responded to promptly in line with high organisational standards, and shared with appropriate officers.
- Managing meeting arrangements, including venue and catering as appropriate.
- Supporting the organisation of events in particular for the engagement team.
- Support drafting of agenda, minute / action notes and the recording of any decisions made on funding applications or project development within meetings.

Cairngorms 2030 Communities Fund (40% of post):

- Support the processing and collation of grant applications for the C2030community grants scheme, recording them on internal systems with accuracy and within agreed KPIs.
- Support the development of resources to promote and engage with stakeholders to apply for the fund.
- Support the C2030 Community Grants Officer to keep the website grants page information up to date and accurate.
- Work with the C2030 Community Grants Officer in designing and maintaining effective project monitoring controls including risk registers, change requests, reporting requirements and claim processing procedure.
- Work with the C2030 Community Grants Officer to test and refine processes to support the evaluation of grant success.
- Support maintenance of all project documentation held ensuring records are accurate and up to date to enable effective monitoring of progress, including updating risk registers, change requests, ensuring reporting requirements are met and claims are submitted on time.
- Process grant claims ready for second checks, on a caseload basis, with the C2030 Community Grants Officer.
- Responsibility for logging enquiries for funding. Assisting with queries from customers on application processes and signposting as appropriate.
- Take notes at meetings of the Community Forum, ensuring accurate actions and approvals are recorded.
- Support the C2030 Community Grants Officer with booking venues, catering, and accessibility requirements for the Community Forum member meetings.

General:

- Contribute to the work of the Communications, Rural Development and Communities teams and the Park Authority as a whole and ensuring compliance with financial procedures;
- Embrace the organisations culture and ensure that all behaviours align with the principles of Passion and dedication, Community, Pioneering, Inspiring leadership; as well as complying with the Health and Safety strategy

- Contribute to the delivery of the National Park Partnership Plan;
- To conduct other work, as necessary; and
- All post holders are required to be flexible with regards their job description so that the organisation can adapt to new opportunities and priorities over time.

Person specification: knowledge, experience and training:

ESSENTIAL

- Experience of working in an administrative support role in a busy, dynamic team, with experience of engaging with stakeholders.
- Enthusiastic and self-motivated approach to work.
- Excellent communication skills – verbal, written and presentational.
- Must have an in-depth knowledge of Outlook, Microsoft 365 including the use of Sharepoint, Excel and Powerpoint
- Flexible approach to working patterns some weekend and evening work may be required.
- Ability to work as part of a team where multi -tasking is essential.
- Ability to adhere to deadlines.
- Ability to maintain confidentiality.
- Experience of supporting committees, boards or equivalent.
- Permission to work in the UK

DESIRABLE

- Interest in community development
- Knowledge of grant funding schemes
- Interest in community support
- Knowledge of rural Scotland, or Cairngorms National Park.
- Knowledge of the Gaelic language

October 2026