The Educational Institute of Scotland

JOB DESCRIPTION

Title of Job

Administrative Assistant (Grade A) (Membership Department)

Job Purpose

Head of Membership Department, which is charged with maintenance of the Institute's membership records, administration of the annual election cycle, and is the first point of contact for internal and external queries regarding the Institute's membership records and database.

Major Tasks

Maintenance and management of the Membership Database
Administration of annual elections and by-elections for the National Body, for Self-Governing Associations and for Local Associations.
Recurring Membership Department activity, including monitoring subscription income, processing of bulk emails and providing support to other departments for the recruitment of new members.
Day to day management of Membership Department staff
EIS Diary – procurement and distribution

Main Activities

Annual Elections and By-elections (National and Local Associations)

- Administration of Office Bearer, Council, EIS/FELA and EIS/ULA elections – postal voting via Civica.
   - Responsible for all aspects of annual elections during the period November to pre AGM (June).
  - Prepare and check all relevant forms and obtain approval for candidate statements.
  - Update database with LA entitlement figures and nominees.
  - Produce text files to be securely transferred to Civica.
  - Process and issue results.
- EIS Committees and sub-committees – via online voting platform.
  - Prepare and check all relevant forms and obtain approval for candidate statements
  - Provide data to enable the IT contractor to set up an online ballot platform for any contests.
  - Issue notification of elections to the relevant electorate.
  - Process and issue results.
- Local Association Office Bearer elections
  - Coordinate online voting arrangements.
  - Process and issue results.
- Deal with any vacancies which arise mid-year, via reserve lists or by-elections.

Maintenance and Management of Membership Database

- Interrogation of databases to produce data for mailings, statistics, ballots, etc..
- Produce year-end data files for external auditors and liaise with audit staff with respect to the validation of membership systems and data.

Recurring membership department activity

- Monthly Direct Debit analysis and reconciliation.
- EIS and Local Association Annual Subscriptions:
  - Calculate monthly subscription rates for database and update annually.
  - Issue information to LA treasurers and update the EIS website.
- Technical and administrative support to the Organisation Department re Probationer recruitment:
  - Oversee the validation of probationer records transferred from student membership against GTCS records, removing from probationary membership those who are not listed.
  - Process letters, etc. to comply with timetable.
  - Produce data for periodic mailings.
  - Produce statistics as required.
- Issue bulk emails to members (including on behalf of Local Associations and EIS Financial Services as requested).
- Provide absence/ leave cover the Grade B member of staff in respect of direct debit subscriptions.

Day to day management of Membership Department staff

- Convene weekly departmental staff meetings.
- Ensure timely response to members' queries and supervise the processing of changes to members' details.
- Balance tasks and workload amongst departmental staff.
- Organise training of staff re database tasks, direct debits, etc..
- Interview prospective candidates along with line manager.
- Arrange rotas for switchboard cover and ensure that appropriate arrangements are in place for the arrival and registration of guests.

EIS Diary – procurement and distribution

- Obtain quotations, select colour and place order for sufficient numbers of diaries.
- Arrange diary adverts and update key information.
- Compile electronic data distribution to members.

Sources of Work

Work will be allocated in the first instance by the Head of Finance & HR, Finance Manager, Chief Financial Officer, and, occasionally, other Officials and Officers.

Supervision

Received – supervision will be provided in the first instance by the Head of Finance and from time to time by the Chief Financial Officer.

Given - supervision of the Administration Assistants (Grades B and C) within the Membership department – currently 3.

Requirements

- Preferably educated to SQA Higher Grade or equivalent
- Experience in Microsoft Office (including MS Teams) with previous workplace experience
- Good oral and written communication skills and the ability to work both using your own initiative and as part of a team

Principal Terms of Employment

1. The post of Administrative Assistant is a permanent, full-time position based at 46 Moray Place, Edinburgh. The postholder will report to the Head of Finance & HR and the Chief Financial Officer for the proper and efficient discharge of her/his duties.

2. The current salary scale for the post is £42,900 with increments over 4 years to £48,504. The salary on appointment will be £42,900 per annum with increments payable annually from the 1st April thereafter until the top point on the salary scale is reached.

3. The successful candidate will be eligible to join the Staff Superannuation Scheme which currently provides a range of benefits, including age benefits at age 65, ill-health retirement benefits and death-in-service benefits. The employee's current contribution is 7% of salary. The Scheme provides for annual increases in pensions in line with RPI.

4. Appointment to the service of the Institute is subject to satisfactory references and criminal record checks.

5. Administrative Assistants are entitled to 23 working days' annual leave (rising to 32) in the year beginning 1 September. Leave is taken subject to the requirements of the service and with the prior approval of the Line Manager. In addition, there are 14 Public Holidays which fall on specified dates and are to be taken subject to the requirements of the service.

6. Core working hours are 35 per week. However, the Institute has a Flexible Working Patterns policy, offering all members of staff a high degree of flexibility over the time and location at which work is carried out, subject to the overall requirements of the EIS and its members. The office is open 8.00am to 6.00pm Monday to Friday.

   The post-holder may also be required to work such additional hours as may reasonably required from time to time, subject to the giving of reasonable notice. Overtime will be paid where such out of hours working cannot be accommodated within the post holder's 35 hour working week.

7. Absence because of sickness is paid by the Institute on the basis of full salary for a period, followed by half salary for a similar period. Initial entitlement is for one month of full salary, followed by one month of half salary in any

period of 12 months, rising incrementally to, after 5 years of service to six months of full salary and six months of half salary.

Appointment Timetable

The closing date for the receipt of applications is Monday 9 February 2026. It is envisaged leeting will take place on Thursday 12 February 2026 and interviews will be held on Tuesday 24 February 2026.