

Job Description – Office Administrator (Communications and Funding)

Job Title: Office Administrator (Communications and Funding)

Reports to: Development Director

Location: The Tall Ship Glenlee, 150 Pointhouse Place, Glasgow, G3 8RS

Contract: 12-month fixed term. This role is funded by Museums Galleries Scotland. Applicants must have the right to work in the UK.

Hours: Full-time

Salary: £26,500

To apply: Please send a C.V. and covering letter outlining your suitability for the role to fiona.greer@thetallship.com

Deadline for applications: Friday 27 March 2026 at 5pm. Interviews will take place on 9th and 10th April.



The Tall Ship Glenlee Trust

150 Pointhouse Place, Glasgow G3 8RS

Telephone: 0141 357 3699

info@thetallship.com

www.thetallship.com

Purpose of the Role

The Office Administrator will provide essential administrative and organisational support to the team, ensuring the smooth day-to-day running of the office. By taking on routine administration and coordination tasks, this role will release senior staff capacity to focus on strategic planning, fundraising, and organisational development.

Key Responsibilities

- Act as the first point of contact for enquiries by phone, email, and in person.
- Manage incoming and outgoing post, deliveries, and office supplies.
- Organise meetings, travel, and appointments
- Support internal staff and board meetings, minute-taking and administration.
- Process invoices and expenses using the organisation's finance system (Xero).
- Maintain accurate records and filing systems, including HR and finance documentation.
- Support fundraising administration by assisting with funding reports and record-keeping.
- Provide general administrative support to departmental managers as required.
- Ensure effective internal communication by supporting staff and volunteers with day-to-day enquiries and circulating team news internally.
- Responsible for general upkeep and tidiness of workplace environment including office, boardroom and staff areas, including preparation for meetings and ordering of supplies when required.

Person Specification

Essential

- Strong organisational and administrative skills.
- Excellent communication and interpersonal skills with the ability to handle information confidentially.
- Excellent written and verbal communication skills.
- Proficiency in Microsoft Office and experience with finance/admin systems (e.g. Xero).
- Ability to manage multiple tasks and priorities.
- Self-motivated, with initiative and attention to detail.

Desirable

- Experience working in a charity, heritage, or cultural organisation.
- Interest in fundraising and project support.
- Knowledge of good practice in accessibility, inclusivity, and sustainability.
- Experience using social media platforms.

The Tall Ship Glenlee Trust Limited.

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Registered address:

150 Pointhouse Place, Glasgow G3 8RS