

Job Description

Job Title:	Corporate Services Assistant
Location	Office/Hybrid
Reports to:	To the Corporate Services Officer, and ultimately through the Chief Executive to the Management Committee
Hours	35 per week (Some work out with normal office hours will be required for which time off in lieu will be awarded.)
Salary	E.V.H Grade 5 (£30,250 to £33,617)

1.	Main objectives of the post
1.1	To provide efficient and professional administrative and governance support across the Corporate Services function, ensuring the smooth day-to-day running of the organisation and compliance with governance, regulatory, and data protection requirements.

2.	Main Duties & Responsibilities
2.1	Provide front-line reception and administrative support, handling phone, email, and visitor enquiries professionally.
2.2	Maintain accurate records and filing systems in line with CHA ICT policies & procedures and GDPR & data protection requirements.
2.3	Manage the Health and safety administrator's role, including ensuring effective record keeping is maintained and report quarterly on progress to CEO.
2.4	Assist in the administration of HR processes (annual leave, training logs etc.)
2.5	Assist in the provision of high quality and professional governance support, – collating papers for distribution both electronically and hard copies, preparing minutes, and maintaining governance records.
2.6	Contribute to internal and external communications – including production of corporate literature to company and house style standards.
2.7	Contribute to the organisation's digital transformation by identifying opportunities to use innovative technologies, including AI, to enhance administrative processes, data management, and communication
2.8	Support the preparation of performance reports, returns, and compliance documentation for the Scottish Housing Regulator, Internal Auditor and other stakeholders.
2.9	Assist with updating internal policies, procedures, and registers (e.g. gifts, hospitality, data breaches).
2.10	Manage stationery, office supplies and contractor liaison for facilities.
2.11	Assist in publicity and promotion of the Association to further its aims
2.12	Assist the Finance Team with the accurate processing and recording of tenant rent payments on our in-house system, HomeMaster. Ensuring financial data is entered correctly, reconciled promptly, and handled in line with financial controls.
2.13	Administration of petty cash in line with petty cash procedures

2.14	Assist with office management, including the maintenance of office equipment, monitoring and supporting office security systems, fire and intruder alarms, and ensuring safe operation of office facilities such as shutters and access points.
2.15	Support the promotion of the Community Hub and assist in managing hub bookings, ensuring clear communication, accurate scheduling, and a positive experience for all users.
2.16	Provide support for corporate events including the Associations AGM, and other corporate projects.
2.17	To participate and engage in Team meetings and general staff development activity
2.18	Carry out additional tasks as needed to support the Corporate Services team and contribute to the wider organisation's objectives.