

Academically Advanced Socially Progressive

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Administrator

Department	Centre for Excellence for Children's Care and Protection (CELCIS) (www.celcis.org/)		
Faculty	Faculty of Humanities and Social Sciences (www.strath.ac.uk/humanities/)		
Staff Category	Administrative and Professional	Reference No	34774
Reports To	Admin, Operations and Finance Co-ordinator	Grade	5
Salary Range	£28031 - £30378	Contract Type	Fixed Term (12 months)
FTE	1 (35 hours/week)	Closing Date	08/11/2026
Working Arrangements	Hybrid. The standard requirement across the University is that at least three days per week (based on 1FTE) will be spent working on-site (with flexibility as appropriate).		
Work Location	Curran Building, 94 Cathedral Street, Glasgow G4 0LG		



Job Advert

We are looking for an experienced Administrator to join our Admin and Operations Team at CELCIS, the Centre for Excellence for Children's Care and Protection.

You'll find us a friendly and engaging bunch at CELCIS, caring and compassionate with each other, with a drive to improve and learn, and the passion and determination to make change happen. The administrative work we do in CELCIS is incredibly varied. It is critical work and our team is at the heart of what makes CELCIS run smoothly so that we can all help to deliver for our children and young people, everyone who cares for them and care leavers.

This role would suit someone who is highly organised, proactive and confident managing a varied workload in a fast-paced environment. You will have excellent communication and interpersonal skills, be able to build positive working relationships with a wide range of colleagues and stakeholders, and enjoy taking ownership of your work. Strong planning, prioritisation and organisational skills are essential, along with the ability to manage competing demands, work independently and use initiative to keep priorities moving forward.

Our new Administrator will work across a diverse range of projects and programmes, collaborating with internal colleagues, external partners and stakeholders at all levels, and often acting as a key point of contact for the organisation. The postholder will provide high-quality administrative and operational support, including coordinating meetings and committees, preparing documentation and papers, recording minutes, tracking actions and supporting the effective delivery of project and programme activity.

The role will also provide dedicated support to the Senior Management Team, including complex diary management, meeting planning and coordination, monitoring actions and supporting the delivery of strategic and operational priorities. The ability to anticipate needs, manage competing priorities and work with discretion when handling sensitive and confidential information will be key.

As part of the Administration and Operations Team, the postholder will play an active role in developing and improving systems, processes and ways of working across CELCIS. Working collaboratively with colleagues, they will help ensure the effective delivery of services, projects and organisational priorities, enabling CELCIS to achieve its aims and maximise its impact.

The university is recognised as being people-orientated and our staff have access to a wide range of outstanding benefits, such as a holiday entitlement of 31 days and 11 statutory days; in-house training and development provider for vocational and non-vocational courses; on-campus nursery; reduced membership at Strathclyde Sport and much more. You can find more information [here](#) about rewards and benefits. Flexibility for blended or hybrid working arrangements (from home, in the office and travel to work with local partners as required for the role) is available.

Funding for the post: This post is fixed term for 12 months.

Change is happening. Be part of it. Together we can make things better for children, young people and their families.

About CELCIS

We are CELCIS, the Centre for Excellence for Children's Care and Protection, based at the University of Strathclyde in Glasgow.

As a leading improvement and innovation centre in Scotland, at CELCIS we work to improve the lives of children and young people in need of care and protection, and their families and carers. We do this by supporting people and organisations responsible for their care to make changes in services and in the practices and skills they use, all based on the needs, experiences and rights of children and young people.

<https://www.celcis.org>

Job Description

Brief Outline of Job:

The Administration and Operations Team's remit and work is wide and incredibly varied. The work of the Administration and Operations Team is critical and is at the heart of making CELCIS run well and deliver for children and young people, and those who care for them. As a key member of the team, the post holder will be involved in a variety of projects and pieces of work, working with and supporting colleagues right across CELCIS workstreams and the Strategic Management Team to deliver their work. This will involve organising meetings and activity in person and online, minute-taking, working with CELCIS colleagues and stakeholders to provide project assistance to prepare, plan and track delivery of work, and help navigate, improve and implement appropriate systems and processes so that we can all work efficiently and effectively.

Main Activities/Responsibilities:

1. As part of the administration team, provide support across CELCIS as and when required, to help make CELCIS run more effectively and efficiently by developing, maintaining and improving relevant office systems, procedures and processes. For example, using your skills and experience to input and contribute to project teams who are working with partners to deliver change programmes across local authorities in Scotland.
 2. Work proactively to provide individual and practical support to the Strategic Management Team and its members; including acting as point of contact between staff and partners and SMT members, managing diaries and scheduling routine and ad hoc meetings; organising travel and accommodation; and supporting with SMT projects, planning and actions.
 3. Be part of project teams and provide practical admin support and assistance which could include: co-ordinating meetings, preparing agendas, note/minute taking, helping prepare project plans, recording and tracking actions, preparing papers, slides, resources, offering advice and contributing ideas and helping to ensure project runs smoothly. Types of projects could include: research projects, setting up and running forums/networks, annual conferences, improvement projects involving local authorities and multiple agencies across Scotland.
 4. Support the development and delivery of CELCIS learning and engagement activities, both online and in-person – including booking venues, catering, sending joining instructions, preparing materials and resources, coordinating registration. For online meetings and events, providing technical support and help to set up and use platforms and functions to have effective, interactive activities e.g. breakout spaces; polls etc.
 5. Be the first point of contact and liaise with CELCIS staff, stakeholders and key partners – in person, by email and telephone. You will have responsibility for handling enquiries in a timely manner, deciding what action is required and when to pass complex enquiries to others.
 6. Plan, book and process of accommodation and travel itineraries both in the UK and overseas.
 7. Provide committee/meeting servicing to internal and external groups, forums and committees, including the creation and issuing of agendas and meeting papers, minutes and note taking, follow up actions etc.
 8. Maintain accurate records in line with GDPR requirements and University systems and guidelines.
 9. Handle sensitive and confidential information in an appropriate manner.
 11. Promote and support CELCIS' mission, vision, values and principles of governance and by personal example and quality of contribution, promote a culture of continuous improvement.
 12. Any other duties commensurate with the post.
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Person Specification

Educational and/or Professional Qualifications (E=Essential, i.e. a candidate must meet all essential criteria to be considered for selection, D=Desirable)	Essential/ Desirable	Assessment Method
An HNC/HND (or equivalent) in a relevant discipline e.g. administration, business management or similar OR equivalent relevant administrative experience	Essential	Application/CV
Experience		
Experience working in a busy administrative office environment and balancing competing priorities and demands	Essential	App/CV/ Interview
Experience working as part of a multi-disciplinary team, building effective working relationships within a busy administrative office environment, engaging with internal staff, partner organisations and stakeholders	Essential	App/CV/ Interview
Experience of proactively identifying, supporting and delivering the implementation of administrative processes to improve efficiency	Essential	App/CV/ Interview
Experience of diary management and providing individual and practical support to senior management.	Essential	App/CV/ Interview
Proven experience of inputting, retrieving, assessing and presenting management information to inform decision making	Essential	App/CV/ Interview
Experience of Committee servicing (e.g. coordinating dates, diary management, booking venues, developing agendas, producing minutes, recording and tracking actions, offering administrative guidance and advice etc.)	Essential	App/CV/ Interview
Job Related Skills and Achievements		
Strong IT skills and highly proficient in using MS Office systems and digital and online platforms, such as MS Teams with confidence	Essential	Application/CV
Excellent organisational and time management skills, using own initiative and pro-active working	Essential	App/CV/ Interview
Ability to effectively plan and prioritise own work, competing demands and deadlines	Essential	App/CV/ Interview
Strong interpersonal and communication skills, both verbal and written	Essential	App/CV/ Interview
Strong teamwork skills, with ability to work independently as required	Essential	App/CV/ Interview
Demonstrable ability to exercise confidentiality, discretion and sensitivity	Essential	App/CV/ Interview
Personal Attributes		
Flexible and adaptable, with the ability to work under pressure, demonstrate assertiveness and personal confidence with a solution focussed approach	Essential	App/CV/ Interview
Self-motivated and enthusiastic, with proactive approach to work	Essential	App/CV/ Interview

Application Procedure

(HR use only)

Applicants should visit Strathclyde's vacancies portal and complete an online application form including the name of two referees who will be contacted without further permission, unless you indicate you would prefer otherwise. Applicants

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should also submit a Curriculum Vitae and a covering letter detailing the knowledge, skills and experience you think make you the right candidate for the job. Applicants should also complete the Equal Opportunities Monitoring Form.

University of Strathclyde encourages the recruitment of disabled and neurodivergent candidates. If you need any reasonable adjustments during the recruitment process, please let us know. You are welcome to submit a paper application or a CV instead of the online application form by contacting us at humanresources@strath.ac.uk.

Interviews

Formal interviews for this post will be held on 18th Nov 2026.

The University is a Disability Confident Employer and operates a guaranteed interview scheme for disabled candidates who meet all the essential criteria for the post that they are applying for.

Other Information

Further information on the application process and working at Strathclyde can be found on our website (<http://www.strath.ac.uk/hr/workforus>).

Informal enquiries about the post can be directed to Laura Kane, Admin, Operations and Finance Co-ordinator (laura.kane.100@strath.ac.uk).

Conditions of Employment

Conditions of employment relating to the Choose a Staff Category. staff category can be found at: [Conditions of Employment](#).

Rewards and Benefits

Our comprehensive benefits package, including generous annual leave, family-friendly benefits, flexible work options, and a commitment to continuous learning, reflects our appreciation for the valuable contributions of our colleagues.

We understand that each staff member has unique priorities and lifestyles, so our diverse benefits ensure there is something for everyone, details of which can be found on our [Rewards and Benefits webpage](#).

- **Financial Rewards:** We provide attractive financial packages, including competitive salaries, relocation support for employees and a generous pension scheme, with university contributions of 14.5%.
- **Work-Life Balance:** We are dedicated to enhancing healthy work-life balance for our employees. We offer generous annual leave, an additional annual leave purchase option, flexible and agile work arrangements.
 - Annual Leave: Generous entitlement of 31 days, in addition to 11 public holidays and University closure days.
 - Additional annual leave purchase: Option to request purchase of 2 weeks' additional annual leave per year.
 - Flexible and agile working: The University provides flexible work arrangements. You can request arrangements that fit you and your role, such as hybrid, part-time, compressed hours, term-time, adjusted shifts, staggered hours. These requests can be made from the first day of your employment.
- **Family Friendly Benefits:** We offer a variety of enhanced family-friendly benefits to support our employees in balancing work and family responsibilities. These include Maternity Leave, Paternity/Maternity Support, Adoption Leave, Shared Parental Leave, Parental Leave, Carers Leave and support, Family Friendly Research & Scholarship Leave, and access to our on-campus nursery.
- **Career Development:** Our commitment to personal development is reflected in initiatives such as professional courses, subsidised educational programs, coaching and mentoring, leadership development, secondment opportunities, and access to our library.

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- **Health & Wellbeing:** We place high importance on the safety, wellbeing, and health of all our staff and offer discounted Strathclyde Sport membership, an Employee Assistance Programme (EAP), Occupational Health Service, and Cycle to Work scheme.
- **Recognition Awards:** At Strathclyde, we place a strong emphasis on acknowledging and rewarding our staff's commitment and exceptional contributions. This is demonstrated through our Long-Service Awards and our Values-based Strathclyde Medals.

PVG Check

This position involves regulated work, making it a legislative requirement that the successful candidate becomes a member of the Protection of Vulnerable Groups Scheme. If appointed, employment with the University will not be confirmed until membership of the Scheme has been received. The successful applicant will be precluded from working with protected groups until that time.

Basic Disclosure

This role requires the satisfactory outcome of a Basic Disclosure Scotland Check. The successful applicant will be asked to carry out a Basic Disclosure Scotland Check. Whether an outcome is satisfactory will be determined by the University.

Pre-Placement Health Screening

If you are offered a job with us, you'll be encouraged to let us know about any disability, medical condition, or neurodivergence you have by completing a confidential pre-placement health questionnaire. Completing the questionnaire is entirely voluntary but by doing so we can put in place the right support and make any reasonable adjustments before you start.

Probation

Where applicable, the successful applicant will be required to serve a [Select a period.](#) probationary period.

Pension

The successful applicant will be eligible to join Universities' Superannuation Scheme. Further information regarding this scheme is available from [Payroll and Pensions](#).

Relocation

Where applicable, the University offers a relocation package to support new employees who meet the eligibility criteria. The relocation package is offered as a contribution towards costs incurred, and is designed to be flexible, allowing staff to use the financial support available in the way that will be most helpful to them. Further details are outlined in the [Relocation Policy](#).

Equality and Diversity

The University of Strathclyde is a socially progressive institution that strives to ensure equality of opportunity and celebrates the diversity of its student and staff community. Strathclyde is people-oriented and collaborative, offering a supportive and flexible working culture with a deep commitment to our [equality, diversity and inclusion charters, initiatives, groups and networks](#).

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We strongly encourage applications from Black, Asian and minority ethnicity, women, LGBT+, disabled candidates and candidates from lower socio-economic groups and care-experienced backgrounds.

The University currently holds an Athena Swan **Silver award**, recognising our commitment to advancing women's careers in science, technology, engineering, maths and medicine (STEMM) employment in academia.

University Values

The University's Values capture what we're all about: who we are, what we believe in and what we stand for. [Our Values](#) have been derived from how we act and how we expect to be treated as part of Strathclyde.

In delivering **our People Strategy**, we will contribute, act, and make decisions guided by these values.

- **People-oriented:** committed to our staff and students, providing opportunities, and investing in their development.
- **Bold:** confident and challenging in what we do, and supportive of embracing appropriate and managed risk in our decision-making.
- **Innovative:** focused on discovering and applying knowledge with impact and encouraging creative thinking and new ideas.
- **Collaborative:** working together, with our colleagues and external partners, with integrity and in an open, respectful way.
- **Ambitious:** for our institution, staff and students as well as supporting the ambitions of our partners.

