



**MAKING
LIFE
BETTER**

JOB DESCRIPTION And PERSON SPECIFICATION

JOB TITLE: Clerical Assistant 2 (Recruitment) – Maternity Cover

SALARY: £25,698 - £26,408 pro rata

LOCATION: Highland Archive Centre, Inverness

HOMEWORKING: This post is appropriate for a homeworking* request to be made (after an initial office-based training period). Any home-working arrangements would be agreed by the post's line manager and the administrative base would be classed as Inverness for the purposes of expenses and travel claims. Initially, for training purposes, the successful candidate will be required to work from the office base.

*High Life Highland home-workers must have a permanent residence in The Highland Council area or live within a 90-minute commute from the designated workplace.

RESPONSIBLE TO: Business Support Officer (Recruitment)

JOB PURPOSE: To undertake a wide range of clerical duties as part of a team supporting High Life Highland staff in relation to recruitment, HR, payroll, and employment issues.

KEY DUTIES AND RESPONSIBILITIES INCLUDE:

- Actively promote a positive and collaborative workplace culture that supports the Charity's purpose of Making Life Better and i-care values.
- Provide a high standard of clerical support, using MS Office packages as required, i.e. Word, Excel and PowerPoint
- Maintain a consistently high standard of organisation and efficiency through meticulous attention to detail and collaborative teamwork.
- Ensure all recruitment related documentation, including application forms and letters, payroll forms, and Disclosure Scotland forms are processed accurately, promptly and confidentially.
- Support individual Services with the recruitment processes and onboarding activities.
- Ensure filing systems and personnel records are managed and maintained.
- Deal with general enquiries, primarily through the use of a generic email inbox.
- Make arrangements for meetings, including booking of venues, catering, agenda preparation and minute taking as required.

- Financial administration including sourcing, ordering and processing of invoices using the organisation's financial systems.
- Personnel administration including maintenance of staff information, absence returns and leave recording.
- Marketing and recruitment administration including responsibility for updating and monitoring quality and standard of web information.
- Assist with making staff travel arrangements where required.
- Assist other areas/units of the Service with particular projects or in the event of holidays or sickness.
- Distribute materials and information throughout the Service as required.
- Recording and distribution of mail, office cover and other duties, as required.
- Maintain an awareness and knowledge of the risk management responsibilities appropriate to their role, as identified within the HLH Risk Policy and associated guidance documentation.

Other Duties: You may be required to perform duties, appropriate to the post, other than those given in the job specification. The particular duties and responsibilities attached to posts may also be varied without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not themselves justify reconsideration of the grading. As a result of such variations it will be necessary to update this job specification from time to time.

Date: April 2026

High Life Highland (HLH) is committed to the protection and safeguarding of vulnerable groups, including children and protected adults and believes that they should never experience any kind of abuse. It has a responsibility to promote the welfare of those in vulnerable groups and to keep them safe and to practice in a way that protects them. HLH expects all those with whom the Charity engages to share this position. Where applicable, new positions will be subject to the appropriate level of Disclosure Scotland checking; identity checks (address, date of birth), employment/experience history, two references (one of which must be most recent employer, where appropriate), qualifications, Right to Work in the UK (where applicable). The above will apply to anyone working on behalf of HLH (paid or unpaid) including all board directors, staff, workers, volunteers, agency staff and students.



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ESSENTIAL ATTRIBUTES:

In order to be able to carry out the duties of this post effectively and safely, candidates will be able to provide evidence of the following:-

1. EXPERIENCE

- Previous clerical experience working in a busy office environment.
- Experience of recruitment and HR administration would be advantageous.

2. EDUCATION AND QUALIFICATIONS

- Good general level of education and relevant work experience.

3. SKILLS/ATTRIBUTES GENERAL

- Attention to detail.
- Ability to work independently and as part of a team
- Able to work under pressure and to deadlines.
- Good keyboard/IT skills.
- Work on own initiative.
- Creative thinking and problem-solving skills

4. SKILLS/ABILITIES SPECIFIC TO THE POST

- Knowledge of Microsoft Office packages.
- Excellent organisational skills.
- Confidentiality.

5. INTERPERSONAL AND SOCIAL SKILLS

- Excellent oral and written communication skills.
- Flexibility.
- Good sense of customer care in dealing with internal and external customers.
- Diplomacy and tact.