Job Information – Office Administrator

About Us

Glasgow Building Preservation Trust is a charity that works to rescue, repair, and restore historic buildings at risk across the city.

We are a strategic partner of Glasgow City Council and act as a key part of Glasgow's toolkit for development and regeneration of the city's built heritage, usually working in partnership with other charities and community groups to give redundant buildings a new purpose and return them to viable use.

We work closely with key funders including National Lottery Heritage Fund, Historic Environment Scotland and the Architectural Heritage Fund.

As well as saving some of Glasgow's most important and well-loved buildings, the Trust also delivers heritage activities across the city, supporting communities to explore their local history and heritage often, but not always, in relation to a building restoration.

Having brought the concept to the UK in 1990, we run the annual Glasgow Doors Open Day Festival in September each year, which attracts almost 40,000 visits to over 220 events including opening up historic buildings, in-person and digital heritage trails, talks and other activities.

The Trust is a membership organisation with around 120 members, although we have plans to grow this number substantially in the coming years. As a company limited by guarantee with charitable status, we are governed by a Board of up to 12 voluntary Directors, and a staff team of 7.

Role Purpose

Reporting to the Chief Executive, the role will increase the Trust's capacity by providing administrative, and organisational support, including

- Administration of office functions
- Providing administration support to the Chief Executive
- Administration of governance and membership processes

The Operations Officer will support smooth office operations, administer governance and membership processes and support the Chief Executive, enabling greater capacity for project development.

This post is funded through the Heritage Development Trusts programme, which is a strategic partnership between the Architectural Heritage Fund and the National Lottery Heritage Fund. The role will focus on supporting the Trust's work on meeting its objectives for the Heritage Development Trust programme in the Glasgow Central Conservation Area.

Job Description

Office & Administrative Support

- Act as the first point of contact for enquiries by phone, email and in person.
- Maintain office supplies and equipment.
- Maintain electronic and paper filing systems, ensuring documents are accurate, accessible and GDPR-compliant.
- Support room bookings, meeting arrangements, travel and diary coordination.
- Coordinate team meetings, prepare agendas, take minutes and circulate actions in a timely manner.
- Provide administrative support to CEO and staff teams, preparation of documents and presentations, undertaking research, scheduling meetings, taking minutes and circulating action points
- Support inductions for new employees, temporary staff and interns
- Support with funder administration / reporting and stakeholder management
- Maintain and seek opportunities to improve office systems and efficiency
- Liaising with external IT and Health and Safety Consultants

Governance & Board Support

- Coordinate Board meetings including preparing and issuing papers.
- Administer the annual AGM, including issuing of papers, catering and other logistics.
- Take minutes at meetings and circulate actions in a timely manner.

Organisational Compliance & Record Keeping

- Support routine health and safety administration (e.g. training, PAT testing, visitor sign-in) with the support of external consultants.
- Maintain records for key operational requirements (e.g. policies, annual returns support).
- Support personnel administration, including coordinating holidays, managing absence paperwork and arranging meetings.
- Liaising with external HR and Finance consultants.
- Support implementation of a CRM system, including preparation of data, supporting team training and acting as a champion for the system.
- Ensure GDPR procedures are followed in day-to-day operations across the Trust

Sustainability

- Staying up to date with developments in heritage and sustainability, and supporting implementation of the Trust's Climate Action Plan

Others

- Other reasonable duties as instructed by the Chief Executive

Person Specification

ESSENTIAL
Relevant experience in office management, administration or similar roles.
Experience of Word, Excel, Teams, Outlook, PowerPoint, and other office software
Excellent organisational and time management skills
Familiarity with GDPR legislation and implementation of related processes.
Excellent written and verbal communication skills, and ability to community with a wide range of people.
Attention to detail and accuracy.
Ability to multi-task and manage own workload within a busy team environment.
DESIRABLE
An interest in heritage and the built environment
Experience of managing a CRM system
Experience / awareness of working with volunteers
Knowledge of sustainability and circular economy principles

Hours, salary and benefits

This role is full time (35 hours per week) and will initially be on a probationary period of 3 months.

The salary will be £27,000.00 per annum.

You will be based at Glasgow Building Preservation Trust's offices which are currently at the Wellpark Enterprise Centre, 120 Sydney Street, Glasgow. Occasional home working can be accommodated.

Following successful completion of the probationary period, you will be eligible for enrolment into the company's pension scheme including an employer's contribution of 6.0% of salary.

How to apply

To apply please submit at CV and covering letter (no more than 2 sides A4) outlining how your skills, knowledge and experience meet the person specification and the requirements of the job description.

Please submit your application by email to claire@gbpt.org no later than **12.00 noon on Thursday 22nd January 2026.**

Shortlisted candidates will be notified by 30th January 2026 and interviews will be held in w/c 9th Feb.

If you have any queries prior to making your application please email claire@gbpt.org