

Job Description

JOB DETAILS			
Position Title:	Business Support Administrator		
Reports to Position:	Operations Manager		
Function:	Administration		
Location:	Based at UHI House, Old Perth Road, Inverness* (Flexible working will be considered)		
Hours:	40 Hours per week, Monday - Friday, 9am-5pm* with a paid lunch break of one hour		
Salary:	£25,397 per annum		
Revision number:	FINAL	Revision date:	11/02/2025
OUR ORGANISATION			
<p>Inverness and Cromarty Firth Green Freeport (ICFGF) is one of Scotland’s two new Green Freeports. The Green Freeport includes some of the country’s best sheltered deepwater ports and is already attracting international inward investment interest. Green Freeport status will maximise local and UK-wide benefits from a pipeline of green energy related projects focused mainly on offshore wind and hydrogen projects which will place the Highlands at the heart of the UK’s energy transition ambitions.</p> <p>The Board of ICFGF consists of mix of public and private organisations who aim to bring long term economic prosperity, well paid jobs and social benefits to the region. We are a company limited by guarantee which is non-profit distributing, any surplus is retained and used for future operations. We work hand in hand with the UK and Scottish Governments, and with Highland Council who act as “accountable body” for the ICFGF to oversee proper governance and financial management.</p> <p>We are proud to be an Equal Opportunities Employer, we value integrity, inclusion, and equality.</p>			
JOB OBJECTIVE			
<p>The Business Support Administrator will play an important role within the small but busy office at the heart of the Green Freeport. The post holder will support the Operations Manager and provide administrative assistance to the CEO and other staff within the office ensuring smooth day-to-day operations of the business. This role involves a wide array of responsibilities, including diary management, handling phones and emails, managing enquiries, executive support duties, and coordinating travel and events. The position is based at UHI House, Inverness, and the core hours are Monday to Friday, 9:00am to 5:00pm, with a paid lunch break. Whilst the role will be largely office based we regularly visit our ports and sites, and the role holder will have the opportunity to learn more about the fast growing green energy sector.</p>			

KEY ACCOUNTABILITIES & RESPONSIBILITIES

- Support activity in the office in terms of administration and day to day operations. Support organisation of meetings, appointments, and events, ensuring effective time management and record keeping.
- Work with the Operations Manager to support the diary and meeting activity of CEO, Chair and Board members where necessary.
- Handle incoming phone calls, enquiries, and direct them appropriately.
- Perform general administrative tasks, including filing, data entry, and document preparation including Board papers.
- Draft correspondence, meeting agendas, and compile reports as needed.
- Maintain and update records and systems to ensure accuracy and accessibility.
- Coordinate travel arrangements for the CEO and wider team as required.
- Book accommodation and transportation while ensuring cost-effectiveness and compliance with company policies.
- Handle logistics, such as venue booking, catering, and materials preparation.
- Maintain office supplies and equipment, coordinating with vendors as necessary.
- Ensure a tidy, safe, organised, and efficient office environment.
- Undertake other tasks as may be required by the Operations Manager from time to time.

WORKING RELATIONSHIPS

- Collaborate with the ICF Green Freeport team to support operational and business development goals.
- Interact professionally with external stakeholders, clients, and service providers as required.

LEVEL OF INFLUENCE

The ICF Green Freeport team will not retain a large staff number (under 10) so the post holder will play an important role in how the business is run on a day-to-day basis.

Within this small team we are flexible and support colleagues where required; this provides an opportunity for development and to learn more about renewables sector, maritime operations, green hydrogen and other emerging sectors.

We regularly hold whole team meetings where ideas can come from anyone, so this is an opportunity to really contribute and learn.

PERSON SPECIFICATION

Education

- Educated to a high standard (HND or equivalent preferred).
- Relevant professional experience

Experience, Skills, and Aptitudes:

- Demonstrated experience in administrative role.
- Strong organisational and time-management skills, with the ability to multitask effectively.
- Excellent written and verbal communication skills.

- Proficient in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint) and other relevant software.
- High attention to detail and accuracy.
- Proactive and able to work independently while also being a team player.
- Professional demeanour with the ability to handle confidential information discreetly.
- Adaptability to a dynamic and fast-paced work environment.

*This job description is not exclusive and at times you may be required to perform other duties out with this description as required.