

# THE LARDER

## SOCIAL MEDIA / ADMINISTRATIVE ASSISTANT INFORMATION PACK



The Larder West Lothian  
Registered Charity SC042554  
Company Number SC404466  
[www.thelarder.org](http://www.thelarder.org)

**Fighting Poverty and Hunger  
with Dignity.**

**We recognise that education is  
critical and food is empowering  
in supporting disadvantaged  
people to transition from  
surviving to thriving.**

**We solve tomorrow's problems,  
today.**

# ABOUT THE LARDER

---

The Larder is committed to creating a more equal and just Scotland through the alternative economic model of social enterprise and calling for a Scotland without poverty, where everyone has the opportunity to achieve their full potential and the right to food is enshrined in Scots law.

We are a social enterprise that combats poverty and hunger, through 4 key strands:



## 01. TRAINING

for young people and adults who experience complex and multiple barriers to reaching their full potential.



## 02. SOCIAL FOOD

providing dignified responses to food insecurity and making sure no-one in West Lothian goes hungry



## 03. ENTERPRISE

projects that create solutions to social problems, improving life chances, the creation of living wage jobs and generating surplus to support the charitable aims of the organisation.



## 04. CAMPAIGNING

working with other charities to call on Governments for systemic changes that will eradicate poverty in Scotland .

---

“

It is our mission to empower the most disadvantaged children, young people, adults and communities to improve their life chances, through access to learning and good food.

”

**MISSION**

# OUR VALUES

---

We live and breathe the values of Transformation, Compassion, Collaboration, Honesty and Quality, embedding these into every aspect of our organisation.



## TRANSFORMATION

We believe in the power of learning and food to create change for individuals



## COMPASSION

We make every effort to understand the feelings and emotions of every one of our beneficiaries.



## COLLABORATION

We recognise the importance of working with others to achieve change



## HONESTY

We act with honesty in leadership, decision making, policies and practice



## QUALITY

We provide high quality services supporting those most vulnerable in society.

---

---

# ROLE PROFILE

<b>Job Title:</b>	Social Media/Administrative Assistant
<b>Reports To:</b>	Director of Corporate Affairs
<b>Contract:</b>	Part Time, Permanent
<b>Hours:</b>	30 hours per week, Monday to Friday Flexibility for occasional evenings and weekends
<b>Salary Scale:</b>	£27,785.65 per annum pro rata
<b>Location:</b>	Kirkton House, Livingston, West Lothian, EH54 6TQ. This post is based on-site at The Larder with regular travel to other sites

**Closing Date:** Monday 27<sup>th</sup> July 2026

**Shortlisting Date:** Tuesday 28<sup>th</sup> July 2026

**Interview Dates:** Monday 10<sup>th</sup> August 2026

---

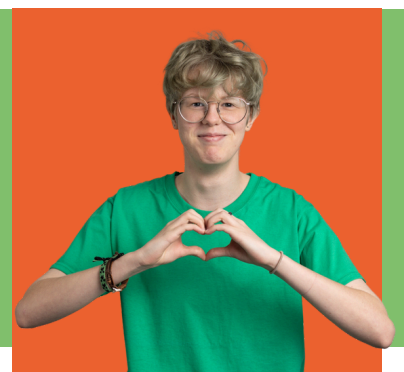
## About The Larder

The Larder West Lothian is a values-driven social enterprise and charity tackling poverty and inequality by empowering people through learning, skills development, and meaningful work opportunities. Central to our approach is a human-rights-based philosophy: every learner has the right to access high-quality training, to be treated with dignity and respect, and to realise their full potential.

We deliver strengths-based and needs-led learning and vocational training across multiple sectors, including hospitality, health & social care and customer service. At the heart of this is our network of three café sites, which operate as live training hubs, providing young people with the opportunity to gain hands-on experience in a real working environment. Through this, learners build confidence, practical skills, and valuable work experience while accessing the support they need to thrive.

Our training programmes are funded through a mix of grant-funded projects and contracts in schools, community settings, and with employers across West Lothian and wider Scotland. We measure success by positive, sustained outcomes, helping learners progress into meaningful employment, further education, or other opportunities that enhance their autonomy, wellbeing, and life chances.

Joining The Larder means being part of a passionate, values-led team committed to innovation, social impact, and creating inclusive learning environments where everyone can succeed regardless of their background.



# JOB DESCRIPTION

## Role Profile

This is a varied and hands-on role supporting both the day-to-day administration and marketing activity of The Larder. The role has been created to provide dedicated administrative, finance, HR and communications support across The Larder's operations. The postholder will play a key role in ensuring the smooth running of office functions, while leading on digital content creation, storytelling and social media activity across the organisation.

Based at Kirkton House, the postholder will work across all sites to strengthen organisational systems, improve communication and support the efficient running of services. Working closely alongside an existing administrative colleague, you will help provide consistent and effective administrative support across the organisation, while maintaining a strong on-site presence and building relationships with teams across our services.

We are looking for someone who is highly confident using digital systems, with a strong creative flair and a proven track record in managing social media platforms. The role requires regular travel across all sites to provide administrative support, capture content, identify opportunities to promote our work and ensure our activities, products and services are creatively and consistently represented across all platforms in line with The Larder's brand, values and impact.

## As part of The Larder team, you will:

### Marketing & Social Media

- Lead on the creation and scheduling of engaging, high-quality content across Facebook, Instagram, LinkedIn and X
- Proactively generate creative content ideas to promote services, products, events and impact
- Work with managers across the organisation to gather content and support delivery of marketing and communications plans
- Capture and edit high-quality photos and videos across all sites
- Design promotional materials including brochures, menus, posters and flyers
- Create branded content using platforms such as Canva
- Develop and distribute email campaigns and newsletters via Mailchimp
- Monitor engagement and adapt content to improve reach and impact
- Ensure all communications reflect a consistent brand tone, style and values
- Work with teams across all sites to ensure promotions are current, aligned and well-presented

### Data, Reporting & Systems

- Maintain and update digital systems including Beacon, EPOS, Mailchimp and QuickBooks
- Support the creation of reports to track sales, product trends, customer and trainee feedback, and learner progress
- Coordinate the collection of data for internal monitoring and external reporting
- Create and manage Microsoft Forms to support feedback and data collection

---

## Administrative & Office Support

- Provide general administrative support across the organisation, working collaboratively with the wider admin function
- Work closely with the existing administrative colleague to coordinate and deliver shared tasks effectively
- Answer telephone and email enquiries in a timely manner, directing as appropriate
- Manage reception duties including greeting visitors, sign-in processes and issuing passes/keys
- Maintain accurate digital and physical filing systems and databases
- Support minute taking at meetings
- Manage stationery orders and ensure the office environment is well maintained and organised
- Regularly visit all sites to provide administrative support, gather content and maintain strong working relationships with operational teams

## Finance Administration

- Raise invoices and process payments
- Record financial transactions and support reconciliation processes
- Upload and manage invoices within QuickBooks
- Assist with processing staff expenses
- Support the preparation of information for audits, funders and finance reporting

## Volunteer & HR Support

- Support volunteer onboarding, induction and engagement, ensuring all required paperwork is completed
- Work alongside the CEO and DOCA to support volunteer coordination
- Undertake PVG checks and maintain accurate, up-to-date records
- Provide administrative support to HR projects as directed
- Support recruitment administration including interview scheduling and candidate correspondence
- Maintain personnel files and HR records
- Support onboarding and induction administration
- Monitor mandatory training and compliance records
- Support absence and leave administration

## Operations & Coordination

- Provide administrative support for events, training sessions and workshops
- Manage office-related contracts, memberships and service providers (e.g. printers, insurance, maintenance contractors)
- Liaise with the DOCA and provide updates on premises-related matters

## Other Duties

- Undertake any other duties appropriate to the role as required to support the organisation
- Support, supervise and guide young people undertaking work experience placements across the organisation, providing structured support in social media, digital and administrative tasks to help build confidence and develop employability skills

---

## Leadership and Self-Management

- Act as a positive role model, demonstrating professionalism, reliability, respect, and a commitment to human rights in all interactions.
- Manage workload effectively
- Take responsibility for personal CPD, engaging with ongoing training and professional development to strengthen practice.
- Promote equality, diversity, safeguarding, and wellbeing in all aspects of work.
- Support occasional evening and weekend activities and work flexibly across locations as required.

## Staff Benefits:

- 29 days leave (inclusive of public holidays) pro rata for PT roles
- 2 Health and Wellbeing days each year
- Company pension contribution of 3% (under review)
- Company sick pay scheme
- Opportunities to shape the future work of the organisation
- Access to company health and well being support
- Commitment to continued professional development

## Role Details

- PVG will be required for the role
- Full UK driving licence and willingness to use own vehicle for work travel when required

**To apply for the post, please send a tailored CV and covering letter to the post to [recruitment@thelarder.org](mailto:recruitment@thelarder.org)**

**The covering letter should be no more than one A4 side and should set out why you want to work with The Larder, expanding on the specific skills that you would bring to the post and how they connect with our values.**

Requirements	Essential	Desirable	Method Of Assessment
Qualifications/ Training	<ul style="list-style-type: none"> <li>• Relevant qualification in marketing, digital media, business administration or equivalent practical experience</li> <li>• Willingness to obtain PVG Scheme membership (this role involves regulated work with young people)</li> </ul>		CV and qualifications review
Knowledge and Experience	<ul style="list-style-type: none"> <li>• Proven experience managing social media accounts in a professional setting</li> <li>• Experience creating engaging content (graphics, photography, video and written posts)</li> <li>• Experience using digital platforms such as Canva, Mailchimp or similar</li> <li>• Experience in an administrative role supporting day-to-day office functions</li> <li>• Knowledge of branding and how to engage audiences across social media platforms</li> </ul>	<ul style="list-style-type: none"> <li>• Experience analysing social media performance and engagement</li> <li>• Experience using QuickBooks, EPOS or CRM systems such as Beacon</li> <li>• Experience working in a multi-site organisation</li> <li>• Experience supporting volunteers or coordinating volunteer activity</li> </ul>	CV and Interview
Skills & Personal Attributes	<ul style="list-style-type: none"> <li>• Strong digital skills and confidence using a range of systems and platforms</li> <li>• Creative mindset, with a strong eye for content, branding and visual presentation</li> <li>• Ability to plan, organise and manage workload independently, while collaborating effectively with colleagues</li> <li>• Ability to plan, create and schedule social media content independently</li> <li>• Excellent written and verbal communication skills</li> </ul>	<ul style="list-style-type: none"> <li>• Confidence using analytics tools to improve content performance</li> <li>• Understanding of brand development and campaign planning</li> <li>• Interest in community development, employability or youth work</li> </ul>	CV and Interview

# THE LARDER

Kirkton House  
1 Allen Rd  
Livingston  
West Lothian  
Scotland  
EH54 6TQ

recruitment@thelarder.org  
01506 412819

**[www.thelarder.org](http://www.thelarder.org)**

@LarderTraining



Scottish Charity Number SC042554  
Company Registration Number SC404466