

Job Description



Role:	Hub Administrator
Salary:	£24,479 pro rata, 5% pension contribution scheme, generous holiday entitlement.
Hours:	18 hours per week. Some weekend days and weekday evenings. Specific hours to be agreed with successful candidate.
Contract Term:	Role is permanent but subject to ongoing funding.
Reporting to:	Trust Development Manager
Location:	Based at Linlithgow Community Development Trust office (the EH49 Hub, Linlithgow).

Organisational and Project overview:

Linlithgow Community Development Trust is a charity formed by residents to deliver changes that benefit our community. Our vision is **“Empowered, thriving communities where people work together to nurture innovation”** which we hope to achieve through our mission of **“Fostering creative solutions to provide community benefit and encourage a sustainable and vibrant Linlithgow”**.

Our main priorities are;

- **Driving Environmental Initiatives**
Encouraging waste reduction, resource reuse, and recycling within the community; promoting energy efficiency, encouraging sustainable transportation options, developing friendly green spaces, supporting local food production.
- **Improving Community Health and Wellbeing**
Building connections, reducing social isolation, improving mental and physical health and well-being, increasing learning and skill-building.
- **Facilitating Community Engagement**
Empowering residents to develop innovative and sustainable solutions to create community benefit and capacity-building.

Our staff and volunteers are all local people focusing on projects prioritised by local people. By coming together, we want to access the resources needed to help develop strong, inclusive and meaningful projects that give the community a sense of purpose and value and build confidence that they can take into all areas of their lives. Annually, we engage with over 3000 people through our activities, improving the environment, people’s

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- Ensure maintenance schedules, risk assessments, emergency and other relevant procedures, such as fire, health and safety and first aid, remain current (training provided).
- To be responsible for ordering and maintaining stock levels of Sundry items needed to support the hubs day to day.
- Ensure the hub space and additional areas are always kept clean and serviceable.

Customer support and reception duties

- Provide reception cover during designated opening hours to ensure a warm and welcoming experience and high-quality customer service.
- Handle general queries and communications by phone, in person, via email/letters, etc.
- Purchase sundry items and stock for the hub.

Other

- Support the Active Travel team with administering the rental of our e-bikes.
- Support staff with communications, newsletters and social media as required.
- Ensure that the town noticeboards are kept up to date and that posters are appropriate.
- Commit and adhere to LCDT's principles, policies and procedures.
- Carry out other duties which may reasonably be required in addition to the main purpose of the job.

PERSON SPECIFICATION

	Essential
Experience	• Customer service and communication skills via email, phone and in person. • Experience working with volunteers.
Skills and knowledge	• Proficient in using up to date email and filing systems and managing data. • Strong organisational and time management skills. • Able to use modern social media platforms to share information and promote activity.
Personal attributes	• Self-starter capable of working with minimal supervision, if needed. • Professional and patient, adaptable and able to work in a busy environment. • Passionate about community development • Problem solver with hands on approach • Committed to continuous professional development of self • Energetic, proactive and enthusiastic • A strong commitment to, equality and diversity • Aligned to LCDT principles and values Strategic Overview – Linlithgow Community Development Trust
Other	

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- Candidates who have previously received funding through a West Lothian Council employment grant or an equivalent scheme administered by us are not eligible for further funding through this programme.

Please note: This role is funded through the Employer Pathway Grant programme and is only open to applicants who meet the eligibility criteria outlined above. The employer has claimed an exception under the Equality Act 2010 in relation to these funding requirements.

Interested candidates should include a CV with a cover letter, explaining how they meet the person specification and outlining their experience in the main duties of the role and send it to Employmentpathway@westlothian.gov.uk

The deadline for applications is Sunday 9th August 2026. The interview will be held on 19th August 2026.

Linlithgow Community Development Trust (LCDT) is fully committed to the principles of equality of opportunity.

Through our recruitment process we will endeavor to ensure that no applicant receives less favourable treatment, on the grounds of age, race, disability, parental or marital status, religious belief, sex, gender, social status or sexual orientation, than any other.