

# Senior Administrator & Branch Co-ordinator

## Job Description

### Background

We are looking for a highly organised and motivated individual with extensive experience in charity administration. You must be an all-rounder and happy to pitch in with our small busy team. This is a fixed-term position for 18 months subject to review.

You will work closely with our CEO to ensure the smooth running of the organisation, overseeing the management of the office and the management of HR systems and legal compliance. You will act as first contact and day to day support for our extensive network of volunteer led branches around the UK. You must be highly organised with excellent high-level administrative experience.

The HA is a busy membership charity with offices by Kennington Tube Station in South London. We have a small and friendly staff of 6 full-time and 3 part-time individuals. To find out more about the HA, visit [www.history.org.uk](http://www.history.org.uk).

### Job Overview:

<b>Job title:</b>	Senior Administrator
<b>Location:</b>	Kennington, London
<b>Responsible to:</b>	The Chief Executive Officer
<b>Salary:</b>	£27,000 Plus 6% pension contribution
<b>Contract</b>	18 month fixed-term
<b>Hours:</b>	Full-time
<b>Closing Date:</b>	10am Monday 28 January 2019
<b>Interviews:</b>	Wednesday 6 & Thursday 7 February
<b>Main function of job:</b>	To support the CEO, ensure the smooth running of the office and support the volunteer network

To apply, please send your CV with a personal statement (of no more than 2 sides of A4) explaining why the position appeals to you and showing how you match the job description and person specification.

Email: Dorothy Oxley at [info@history.org.uk](mailto:info@history.org.uk) with the subject header: HA Vacancy 2019

### Job Description:

#### Operational support for the CEO:

- Ensure the smooth running of the office

- Ordering stationery and equipment
- Ensuring all insurance policies are kept up-to-date and at competitive rates
- Ensuring phones and utilities are in order and at competitive rates
- Overseeing any building issues and acting as first liaison with outside organisations
- Liaison with the IT support company and getting quotes for equipment as needed
- Overseeing general HR systems – issuing and keeping a record of holiday forms, sick leave and ensuring contracts of employment and pensions are in order.
- Ensuring HR policies are up-to-date and in line with legislative requirements.
- Ensure the organisation's archive at Nottingham University is kept up-to-date

#### **Organisational support for the CEO:**

- Work with the CEO to organise the Annual Awards Evening
- Support the CEO with governance issues including trustee elections, trustee training and the AGM
- Oversee the Honorary and Jubilee Fellows Programmes and ensure all Fellowships are kept up-to-date
- Work with the CEO on other projects as needed

#### **Volunteer Network Support:**

- Provide a friendly and efficient first contact for branch volunteers
- Provide support for branch officers
- Oversee all administrative support for branches
- Ensure effective branch communications and e-newsletters
- Provide support and advice as needed on start-up branches
- Work with the Membership Administrator and Digital Officer to ensure the Branches area of the website and all branch programmes are up-to-date
- Work with the Membership Manager to ensure all branches are compliant with the legislative requirements of GDPR
- Work with the Marketing Manager and CEO on branch strategy and development

#### **Other duties:**

- Attend events and conferences as needed to represent the Association
- Support the Membership Manager with supervision of work experience students and interns
- To perform other ad hoc duties as required

This job description is not exhaustive, but is provided to assist the post-holder in understanding their main duties. It may be amended from time to time without change to the levels of responsibility.

## Skills and personal qualities required:

- Experience:** Extensive and proven experience of office administration within the charity sector is essential. The following are desirable:
- An understanding of HR.
  - Demonstrable IT skills and some database experience.
  - Experience of budget oversight.
  - Experience of working with volunteers.
  - An understanding of the charitable membership sector .
- Education:** Either a relevant degree or a history degree would be preferable but is not essential.
- Abilities:** Excellent interpersonal skills demonstrating the ability to work well with a variety of internal and external audiences, and the ability to work under pressure, be flexible and to manage multiple tasks effectively.
- Aptitudes:** Excellent organisational and time management skills. Good team working skills are essential, as are tact and discretion and a commitment to personal and professional development.
- Communication skills:** The ability to communicate effectively to a number of different audiences. A high standard of written and verbal communications is required.

	Essential	Desirable
<b>Experience and Qualifications</b>		
Extensive experience of charity administration	•	
Educated to degree level or a similar professional qualification		•
Prior experience of working with volunteers		•
Experience of working within a membership organisation		•
Experience of budget management		•
Some HR experience		•
<b>Skills</b>		
Evidence of outstanding administrative skills	•	
Excellent written and verbal communications skills	•	
Proficiency in Microsoft Office applications, especially Word, Excel, Outlook	•	
Excellent interpersonal skills: ability to deal with people in an efficient, calm and sensitive manner.	•	
Excellent problem solving skills	•	
<b>Knowledge</b>		
Understanding of the Historical Association works		•
Experience of working in a membership-based organisation		•
<b>Personal Attributes</b>		
Ability to prioritise, multi-task and work under pressure	•	
Ability to work both within a team and on one's own initiative	•	
Highly motivated and goal orientated	•	
Tact and discretion	•	
Willingness to work evenings and weekends with time off in lieu	•	