



Part-Time Education and Events Administrator

0.6 FTE

12 Months Fixed Term (Maternity Cover)

Job Description

Background

The Historical Association [HA] is a registered charity incorporated by Royal Charter. Since 1906 we have brought together people who share an interest in the past, and work to further the study, teaching and enjoyment of history in all guises and forms: professional, public and popular.

We are looking for a highly organised and motivated individual with strong experience in event administration to join our team for a one-year fixed term maternity cover position. For 3 days per week, specifically on a Tuesday, Wednesday and Thursday, the successful applicant will support the education and events team with administration relating to our continuing professional development (CPD) events as outlined below. In addition to the main responsibilities outlined, you must be an all-rounder and able to pitch in with our small and busy team.

From Tuesday to Thursday each week, you will be responsible for supporting the education and events team with the administration and hosting of education and CPD events. This includes supporting on the preparation of the termly CPD calendar, all booking pages and administration relating to online events, some hosting and finance administration. You will also have administrative oversight of our Quality Mark for schools, including registration, processing assessments, liaison with schools and assessors. Finally, you will oversee our career-stage CPD programmes including bookings, finance and hosting.

The HA offices are based near Kennington Tube Station in South London. We have a small and friendly staff of 7 full-time and 6 part-time individuals. You will be expected to be based in the office 3 days per week for the first 3 months of your contract, with the allowance of one work from home day thereafter.

To find out more about the HA, visit www.history.org.uk.

Job Overview:

Job title:	Education and Events Administrator
Location:	Kennington, London
Responsible to:	The Head of Education & Education and Events Officer
Salary:	£30,000 (pro rata) Plus 6% pension contribution (or opt out)

Contract	12 month-fixed term
Hours:	Part-time, 21 hours per week
Annual Leave:	15 days per annum (pro rata of 25 FT) plus bank holidays and office closure between Christmas and New Year
Closing Date:	Tuesday 8 September (midnight)
Interviews:	Thursday 17 and/or Friday 18 September
Start Date:	The successful candidate must be available to start work on Monday 26 October

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 outlined below to melanie.jones@history.org.uk before midnight on Tuesday 8 September.

We regret that due to the volume of applications we may not be able to respond to unsuccessful applicants. Applicants shortlisted for interview will be informed by the end of day Friday 11 September.

Job Description:

Education and Events Team Support

Main responsibilities include:

CPD Administration

- Set up of event booking pages and forms for CPD calendar on Cademy, Zoom and HA website CMS
- Supporting the publication of CPD events calendar
- Set up and administration of webinars, online meetings and courses
- Hosting of webinars/meetings
- Oversight and administration of HA CPD programmes
- Support as required in the development of CPD calendars
- Responding to CPD enquiries and liaison with delegates
- Light editing of Zoom webinar recordings
- Sending out of CPD related materials e.g. pre-reading or post event recordings
- Invoicing, tracking of payments, processing and recording of payments for CPD
- Handling, processing, recording and reporting of bookings for CPD, including conducting membership checks

CPD Development

- Support with development and testing of events processing on new HA website as needed
- Oversight and analysis of event feedback working with Education and Events Officer
- Reporting of feedback for development of CPD
- Attendance and input to CPD team meetings and all-staff meetings

Administration of Quality Mark

- All liaison with schools and assessors, including registration, responding to enquiries, setting assessment dates, tracking of report progress with assessors, sending out of final reports and certificates.

- Finance administration, including invoicing and payment tracking, processing and recording
- Administration and tracking/reporting of awards and renewals
- Attendance at yearly QM assessor meeting in November
- Keeping the QM register on the HA website updated
- Reporting and any other administrative duties as required

Other duties:

- Support process-driven administrative improvements across the organisation
- Support legislative compliance with GDPR
- Attend events and conferences to represent the Association where required – sometimes on evenings and weekends with time off in lieu
- Support the Head of Education with supervision of work experience students and interns
- 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 events administration within the charity sector is essential. The following are desirable: • Demonstrable IT skills and video conferencing experience • Experience of budgets and financial processing • Experience of Office 365, Zoom, Cademy and Teams • Experience of events marketing, in particular, social media.
Education:	A degree is not essential to this post, although an interest in history and/or a relevant degree would be preferable. The part-time nature of the role may suit a postgraduate student.
Abilities:	Excellent interpersonal skills demonstrating the ability to work well with a variety of internal and external audiences, and the ability to work efficiently under pressure, be flexible and to manage multiple tasks and deadlines effectively. Able to work independently on own initiative and determine which issues should be referred to management.
Aptitudes:	Excellent organisational and time management skills. Good data handling and recording skills. Strong team working skills are essential, as are tact and discretion. Good attention to detail and ability to follow instruction.
Communication skills:	The ability to communicate effectively to a number of different audiences. A good front of house manner is essential for answering phones and delegate enquiries. A high standard of written and verbal communications is required.
Personal attributes:	Confident, resilient and calm under pressure. Highly motivated with a positive, hands-on attitude. Committed to personal and professional development.

	Essential	Desirable
Experience and Qualifications		
Strong experience of event administration and use of online event ticketing and delivery platforms such as Cademy and Zoom	•	
Educated to degree level or a similar professional qualification		•
Experience of working within a membership organisation		•
Experience of budget /finance processing and management		•
Evidence of outstanding administrative skills and organisation	•	
Excellent written and verbal communications skills	•	
Proficiency in Microsoft Office applications, especially Excel, Outlook, Word, Power Automate and MS Forms	•	
Excellent interpersonal skills: ability to deal with people in an efficient, calm and sensitive manner.	•	
Excellent problem-solving skills	•	
Knowledge		
Understanding of how the Historical Association works		•
Understanding of how the UK school system works		•
Personal Attributes		
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	•	

The Historical Association aspires to be a fair and equal employer and to promote a supportive, diverse and inclusive workplace. We are working hard to guarantee that individuals from all backgrounds are respected, supported, engaged, and have a voice within all aspects of our work. We are particularly keen to receive applications from Black, Asian and ethnically diverse people; people with disabilities (visible and invisible, mental and physical); people who identify as being LGBT+; and people who identify as working class or have done so in the past.