Office Administrator – Job Description

Title: Office Administrator   
Line Manager: Director   
Direct Reports: none

# ABOUT THE ROLE:

The Office Administrator is responsible for the smooth running of the office workplace at the Society of Antiquaries of Scotland. The post-holder will be the first point of call in the office, responsible for creating an excellent first impression while undertaking general office duties, event management and helping the Finance Manager with certain aspects of membership administration.

Deadline for applications: Midnight on Sunday 23rd February. It is expected that interviews will be held on Monday 2nd March.

Starting salary: £19,445 to £22,902 depending on experience, with a 10% pension contribution, flexible working.

Hours: 5 days a week/37 hours a week. This is a permanent post with a probation period of 6 months. Occasional evening and weekend working is required.

Annual leave: There is an Annual Leave allowance of 38 days, which includes the statutory 28 days as well as public and privilege holidays.

Location: The Society staff accommodation is in the National Museum of Scotland building in Chambers Street, Edinburgh. Society staff must comply with National Museums Scotland policies regarding security, access, health and safety, smoking etc.

# MAIN RESPONSIBILITIES:

* General office administration.
* Conference and event organisation and delivery.
* Assisting the Finance Manager with membership subscriptions.

# CURRENT PROCESSES

General office administration

* Answering or first point of contact for general enquiries on all Society matters
* Liaising with NMS (National Museums Scotland) on routine administrative matters such as phones, housekeeping, access and security
* Main point of contact for IT services (Icelantic), including setting up new staff
* Maintaining petty cash record
* Opening and distributing mail
* Ordering stationery and office supplies including office furniture
* Filing
* Room bookings for Society meetings etc.
* Maintenance of SharePoint intranet
* Management of staff passes/access codes and keys with Finance Manager
* Office induction for new staff with Finance Manager

Conferences and Events

* Occasional evening and weekend working
* Handle all ticketing using website etc.
* Setting up of spreadsheets and managing accounts
* Booking hotel accommodation, venues, restaurants and catering
* Liaising with NMS (National Museums Scotland) on event hospitality
* Liaising directly with lecturers and joint hosts of events
* Dealing with publicity
* Front of house co-ordination
* Registration of delegates
* Recruitment and direction of casual staff

Assistance to other staff members

* Filing for Director as required
* Assisting Finance Manager by generating the annual renewal of subscriptions for Fellows
* Assisting Finance Manager with chasing subscriptions in arrears

Training will be provided where necessary.

# ABOUT THE SOCIETY OF ANTIQUARIES OF SCOTLAND:

The successful post-holder will be a member of a small professional team working for the Society of Antiquaries of Scotland. The Society was founded in 1780 and incorporated by Royal Charter in 1783. Its purpose as defined in the charter is to ‘investigate both antiquities and natural and civil history in general, with the intention that the talents of mankind should be cultivated and that the study of natural and useful sciences should be promoted’.

As a charity, the Society relies mainly on members (known as Fellows) for its independence and most of its income. There are currently just under 3,000 Fellows around the world, with the majority residing in the UK. The Society promotes the understanding and conservation of Scotland’s historical and archaeological environment for the benefit of all. It publishes high-quality books and peer-reviewed papers, runs an annual programme of lectures and conferences, and administers research grants and prizes to support best practice and encourage new and innovative research into Scotland’s past.

The Society is an impartial voice for Scotland’s past, and acts as an advocate for the heritage sector, responding to government consultations and chairing meetings and symposia.

The Society also leads ScARF, the pioneering Scottish Archaeological Research Framework, and Dig It!, a national project celebrating and encouraging participation in Scottish archaeology.

The Society is a charitable organisation registered in Scotland (SC010440) and governed by a voluntary, elected Board of Trustees called Council. The post-holder will be line-managed by the Director and will work with other staff members and Trustees as required.

The Society offers a range of staff benefits including a 10% pension contribution, flexible working, paid research leave, a daily exercise and event attendance policy.

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