



## Membership and Events Officer – Job Description

Title: Membership and Events Officer

Line Manager: Fellowship and Development Manager

Direct Reports: none

### ABOUT THE ROLE:

The Membership and Events Officer is key to ensuring an excellent quality of membership service in the Society of Antiquaries of Scotland, both directly through contact with members (known as Fellows) and indirectly through the administration of the membership database and quality events. The post will be the first point of call for Fellows, and responsible for creating and maintaining excellent knowledge of the Fellowship to aid the Society in delivering on its Strategic Plan aims. The post will also be the first contact for prospective members, taking them through the process of application through election to Fellowship. As a key public-facing member of staff the post-holder will also help with the process of planning and hosting Society online and in person events.

*Deadline for applications:* Midnight on Monday 30th November 2020. It is expected that interviews will be held online in the week of 14th December.

*Starting salary:* £19,350, 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. At this time the Society staff are working from home due to the pandemic.

### MAIN RESPONSIBILITIES:

- First point of contact with members.
- Administration of membership database.
- Event organisation and delivery.
- Assisting staff and members with membership queries.

### CURRENT PROCESSES

Current processes are affected by two major considerations: the pandemic means that all working will be remote from the office until it is safe to do otherwise, and the Society is in

the process of changing its membership database software, which will impact on the processes required in future.

While the post-holder is expected to have excellent organisational and time-management skills with the ability to prioritise their workload to meet deadlines and work on their own initiative, they will work closely with the Fellowship and Development Manager in delivering on Society strategic aims and practical day-to-day issues. As part of a relatively small team the post-holder will also assist other staff with membership queries and administration as necessary.

Fellowship administration includes:

- Membership communications, especially the first point of contact for members
- Maintenance and ongoing development of Fellows' records in the Society database, including updating details, membership status, individual preferences (such as no *Proceedings*); and subscriptions etc.
- Creating reports and queries, address lists, email lists, statistics (e.g. list of fully-paid up Fellows for mailings and annual accounts and report etc) from Society database
- Full administration for the admission of new Fellows: for example, answering queries on application; sending out and acknowledging receipt of application forms; preparing list for ballot and report for Trustees; organising scrutineers for Ballot; preparing all documentation, certificate, welcome letter, etc and sending out New Fellows pack
- Gift Aid, Standing Order and Direct Debit input to database as required
- Preparation of annual list of Fellows in arrears for striking off and reducing numbers of lost Fellows
- Managing Fellows' online accounts

Events administration includes:

- Occasional evening and weekend working
- Managing budgets for events
- Handle all ticketing using website etc.
- Booking hotel accommodation, venues, restaurants and catering etc
- Liaising with NMS (National Museums Scotland) on event hospitality
- Liaising directly with lecturers and joint hosts of events with Director and Fellowship and Development Manager
- Organising publicity with other staff members
- Front of house co-ordination including registration of delegates etc

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, it is a charity registered in Scotland (SC010440). 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, developing research knowledge and questions for the future into Scotland’s past, and Dig It!, a national project celebrating and encouraging participation in Scottish archaeology.

The Society is governed by a voluntary, elected Board of Trustees called Council. The post-holder will be line-managed by the Fellowship and Development Manager 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.

The Society is an Equal Opportunities Employer.