



Fellowship and Administration Officer

Job Description

The Fellowship and Administration Officer is the main point of contact for Society Fellows, applicants and general enquiries. They administer and update records in the Society's database and support the delivery of the Society's annual programme of in-person, online and hybrid events. They also undertake general office administration.

Role: Fellowship and Administration Officer, full-time, permanent .

Salary: £29,200 per annum.

Pension: 10% pension contribution by the employer.

Hours: 37 hours (5 days) per week with flexible daytime working hours Monday to Friday, occasional evening and weekend work required with time of in lieu (TOIL) provided.

Location: All staff are required to work from the Society's office at the National Museum of Scotland in Edinburgh at least 40% of their working week. Employees starting in a new role will be required to work from the office more regularly in the first few weeks.

Reports to: Fellowship and Development Manager.

Probation: There will be a probationary period during which time your skills and suitability for the post will be assessed.

Main Responsibilities

- Main point of contact for Society Fellows, prospective Fellows and general enquiries by telephone, email, letters and in-person
- Supports the membership journey from application through to election
- Contributes to the administration of the Society's database
- Contributes to the delivery of the Society's programme of events
- Undertakes general office administration

Person Specification

Requirements - essential

- Demonstrable experience of working independently and flexibly in a busy office for a membership-based organisation or similar
- Demonstrable experience supporting the delivery of successful events (e.g. venue hire, liaising with speakers, and arranging travel and accommodation)
- Excellent organisational and time-management skills with ability to prioritise workload to meet deadlines and to work on own initiative
- IT literate, particularly with regards to membership databases, Office 365, Zoom, Eventbrite and Mailchimp, and open to learning new digital skills
- Excellent written and verbal communication skills
- High standard of accuracy with close attention to detail
- Strong problem-solving skills
- Ability to work flexibly, including occasional weekend and out-of-hours work

Requirements - desirable

- Experience of MS Dynamics-based membership databases
- Experience of website content and event management systems
- Video recording and editing skills
- Strong relationship-building skills

Main Tasks

Fellowship

- Main point of contact with Society Fellows, prospective Fellows and general enquiries by telephone, email, letters and in-person
- Assists with application, membership and subscription queries, processes Fellowship applications and sends welcome packs to new Fellows
- Assists Fellows with website login access and event bookings
- Administers and updates database records and provides reports from the database (e.g. mailing lists for sending the Newsletter and other printed items to Fellows)

Administration

- General office administration, including meeting room bookings, arranging travel and accommodation for Trustees, printing meeting papers and mailings
- Monitors the Society's main email inboxes (events@, fellowship@, info@), responding to queries or forwarding to others as appropriate
- Assists the Finance Manager with Standing Orders, Direct Debits and Gift Aid, and various mailings
- Supports operational delivery of Society events, including Eventbrite, venue hire, liaising with speakers, and arranging travel and accommodation
- Attends Society events, helps run the tech desk to livestream and record events, and helps with editing and uploading of video recordings as required (training will be provided)
- Contributes to internal quarterly reports on Fellowship and events
- Processes merchandise orders
- Other reasonable tasks as required and mutually agreed with Line Manager

How to Apply

Please submit a CV and a covering letter outlining how your experience, skills and knowledge meets the requirements (covering letter to be no more than two sides of A4) by the closing date to the Fellowship and Development Manager, Andrea Kaszewski, at andrea@socantscot.org.

Shortlisted candidates will be interviewed in person in Edinburgh or online via Zoom during the week commencing Monday 21 July 2025. Reasonable travel expenses can be claimed.

Applicants who are not shortlisted will be informed but unfortunately, no detailed feedback will be possible.

The Society of Antiquaries of Scotland is dedicated to meeting the aims and commitments set out in its equality policy. This includes not discriminating under the Equality Act 2010 and building an accurate picture of the make-up of the workforce in encouraging equality and diversity. Please help us by filling in the Equalities Monitoring Form, a link will be emailed to you with receipt of your application. Filling in this form is voluntary and the results are anonymous and are not used in the recruitment process.

Closing date: 11:59 PM Sunday 13 July 2025

Further Information

For further information on the post please contact the Fellowship and Development Manager, Andrea Kaszewski, at andrea@socantscot.org

OUR VISION

Scotland's past is for everyone to research, share, enjoy and protect, home and abroad.

OUR MISSION

The Society of Antiquaries of Scotland is a heritage charity with global membership providing expertise, support and resources to enhance and promote the understanding and enjoyment of Scotland's past. It empowers and facilitates research and innovation, advocating as an independent voice for heritage, and sharing knowledge of the past to everyone.

OUR VALUES

- Collaboration: We collaborate with other organisations, using our independent voice for Scotland's past to act as a focal point for its diverse strands
- Opportunity and transparency: We affirm that everyone should be able to access, participate in and enjoy Scotland's past and support transparency in all decision-making relating to Scotland's heritage
- Research excellence: We support high quality study of all aspects of Scotland's past, even those that might be considered contentious or uncomfortable
- Equality: We believe that no one holds a monopoly on Scotland's history and that it should be shared by and for everyone and are committed to working towards equality and accessibility in the Scottish heritage sector and beyond

Read more about our purpose and how our values guide this in the Society's [Strategic Plan](#).

ABOUT US

We were established over 240 years ago and actively support the study and enjoyment of Scotland's past. Founded in 1780 and incorporated by Royal Charter in 1783, to this day we continue to promote understanding and conservation of Scotland's cultural heritage for the benefit of all. Nowadays we are an independent charity. We stimulate discussion and collaboration, and support research and publication, to bring Scotland's past to everyone. We are increasingly involved in helping to interpret the past for a modern audience, highlighting how it is relevant today. We can connect people to Scotland's past, supporting work which reviews, researches and explains all

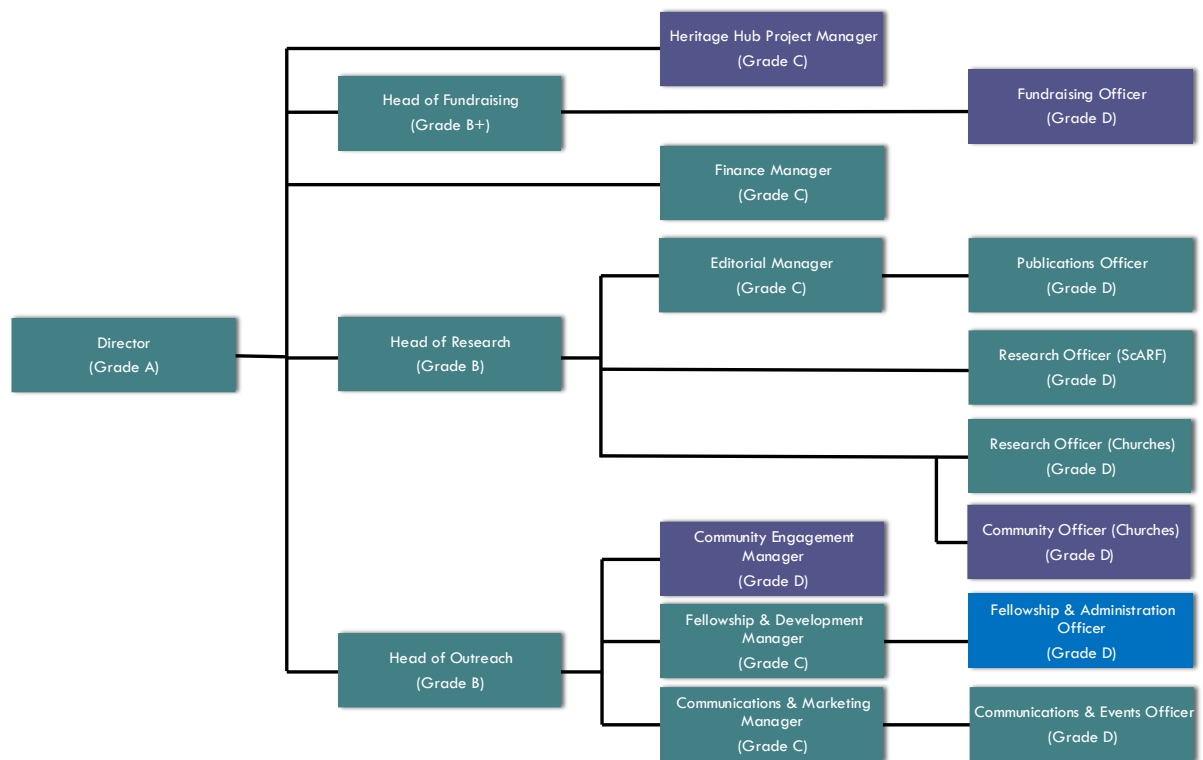
dimensions of our past, including aspects which could be considered to be controversial or uncomfortable. We provide expert knowledge, freely and accessibly, to encourage everyone to understand, value and care for Scotland's unique heritage.

WORKING FOR THE SOCIETY

The Society of Antiquaries of Scotland is an equal opportunities employer and believes that diversity fosters creativity and innovation. We are fully committed to the provision of equal access and opportunity, both as part of our activity and as an employer. We appoint solely on the basis of ability. We encourage applications from all backgrounds and encourage all interested individuals to apply. Applications are particularly welcome from people from Black, Asian and minority ethnic communities who are currently under-represented in our team. We are happy to explore different ways of working, secondments and alternative arrangements.

Being an employee of the Society provides a series of benefits, including:

- Pension: 10% employer contribution
- Annual Leave: 38 days paid holiday per year which includes all normal bank holidays
- Supportive policies: To ensure a balanced work and personal life, the Society allows home working for up to 60% of a working week and a wellbeing benefit of up to 30 minutes per day for exercise
- Training and Development: the Society is committed to ensuring learning opportunities for employees to develop. In addition to Continuous Professional Development (CPD) and training, the Society offers the potential of research leave and covers the cost of [Fellowship of the Society](#) (subject to election)



Society staffing: purple backgrounds are still to be recruited, blue is advertised post