



## Fellowship and Administration Officer

The Society is looking for a new Fellowship and Administration Officer to help grow and sustain our flourishing global network and support our busy programme of events for the public and Fellows (members).

### 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 CRM database and undertake financial and general office administration. They also support the delivery of the Society's annual programme of in-person, online and hybrid events.

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

**Salary:** £29,200 per annum

**Pension:** 10% pension contribution by the employer

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

**Location:** Hybrid working – all staff are expected to work from the Society's office at the National Museum of Scotland in Edinburgh at least two days per week (pro rata) and employees starting in a new role will be required to work from the office more regularly in the first instance. However, as there are several flights of stairs up to the Society offices, we are happy to explore different ways of working.

**Reports to:** Fellowship and Development Manager

**Probation:** Nine-month probationary period during which time your skills and suitability for the post will be assessed

## Main Responsibilities

- Acts as the main point of contact for Society Fellows, prospective Fellows and general enquiries by telephone, email, letters and in person
- Assists with application, Fellowship and subscription queries and Fellowship applications and sends welcome packs to new Fellows
- Administers and updates database records and provides reports from the database (for example, mailing lists for sending biannual newsletters and other printed items to Fellows)
- Assists the Finance Manager with financial administration relating to Fellowship, including standing orders, credit notes, direct debits and Gift Aid, renewals and various mailings
- Assists Fellows with website login access and event bookings
- Monitors the Society's main email inboxes, responding to queries or forwarding to other colleagues as appropriate
- Produces the monthly Fellows e-newsletter and additional e-mailings as required
- Undertakes general office administration, including meeting room bookings, booking accommodation for Trustees, printing meeting papers and mailings
- Supports with the operational delivery of Society events, including Eventbrite and survey-related tasks for Fellows-only events, liaising with speakers, arranging travel and accommodation, uploading recordings of Fellows-only events to YouTube, and attending and helping at events as required
- Contributes to internal quarterly reports
- Processes and posts merchandise orders

## Person Specification

### *Requirements*

- Demonstrable experience of working independently in a busy office for a charity, membership-based organisation or similar
- Demonstrable knowledge, experience and use of CRM membership databases such as Microsoft Dynamics (for example, Silverbear)
- IT literate (for example, experience of using Office 365, Zoom, Eventbrite, WordPress and Mailchimp) and open to learning new digital skills
- Demonstrable experience supporting the delivery of successful events (for example, 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
- 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

## How to Apply

Please submit a CV and a covering letter outlining how your experience, skills and knowledge meet 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](mailto:andrea@socantscot.org).

**Closing date: 11:59 PM (UK time) 10 May 2026**

Shortlisted candidates will be interviewed in person in Edinburgh or online via Zoom during the week commencing 18 May 2026. 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.

## Further Information

For further information on the role, please contact the Fellowship and Development Manager, Andrea Kaszewski, at [andrea@socantscot.org](mailto:andrea@socantscot.org).

## About the Society of Antiquaries of Scotland

### 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 our [Strategic Plan](#).

### What We Do

We were established over 245 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

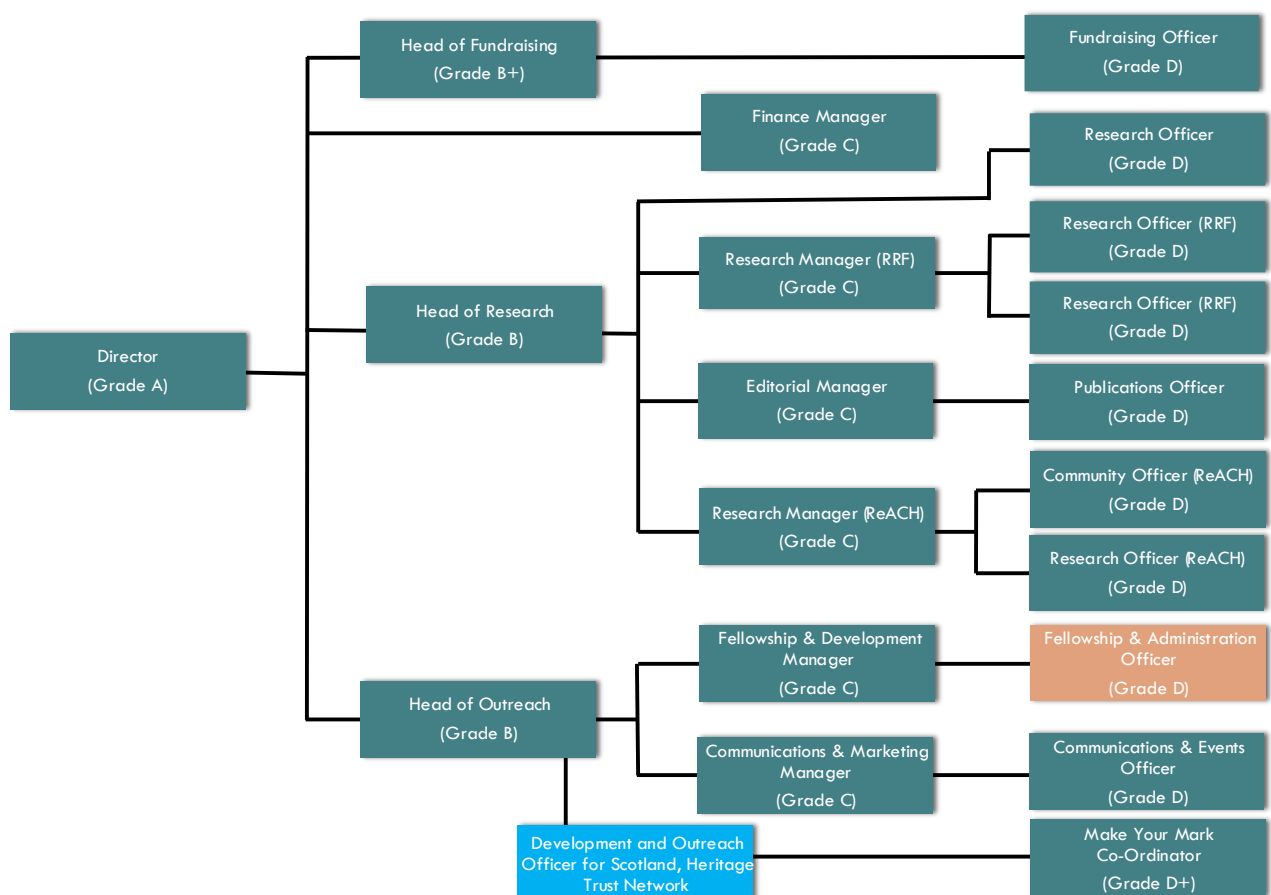
The Society of Antiquaries of Scotland is an equal opportunities employer and believes that diversity fosters creativity and innovation. We are fully committed to the provision of equal access and opportunity, both as part of our activity and as an employer. We appoint solely on the basis of ability.

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 pro-rata 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 for research leave and covers the cost of [Fellowship of the Society](#) (subject to election)

### Society of Antiquaries of Scotland Staffing Structure



Green – in post; Orange – being recruited; Blue – non-Society staff