

Hertford Museum seeks a proactive Administrator to join our friendly, dynamic team.



For an informal discussion about the role, please contact Sara Taylor 01992 582686 sara@hertfordmuseum.org.uk

HERTFORD MUSEUM
Inspiring Generations

Museum Administrator

Part time

Contract: Permanent

Salary: National Living Wage

(NLW 18-20, £5.90; NLW 21-24, £7.38; NLW 25+ £7.83)

Hours: 16 hours per week

(This post may require some weekend or evening work on occasion to facilitate events for which the post holder will receive time off in lieu.)

Job Description:

- Update Charity Commission records
- Promote the Museum's Super 100 Lottery Club, Patron scheme and other fundraising schemes
- Administer Patron donations
- Run the monthly Super 100 draw
- Manage donations
- Maintain Gift Aid and associated records
- Credit control: chase up late payments
- Manage venue hire and children's party bookings
- Managing incoming and outgoing post
- Replenishment of office supplies and event provision purchasing
- Arrange annual maintenance visits and attend to contractors on site
- Source maintenance and service provision quotes
- Supporting the Back and Front of House teams in general admin tasks as required
- Take minutes at 4 x annual meetings of the Board of Trustees
- Working with the museum team to deliver events and activities
- Room set up for regular events/room hire
- Update website content (training provided)
- Housekeeping: support BOH team in maintaining clear and tidy communal areas, liaising with refuse collectors and ensuring adequate housekeeping supplies are available.
- Key Holder
- Part of an emergency call out rota

Person Specification:

The successful candidate will:

- Be enthusiastic about museums

- Be honest and trustworthy
- Be computer literate: proficient in Microsoft Office, internet and social media use and be willing to learn new software packages
- Be friendly and personable
- Have a confident and polite telephone manner
- Be able to prioritise and multitask
- Be able to work on their own initiative
- Be a flexible team worker
- Have a “can do” attitude
- Have some administrative experience*
- Have some diary management experience*
- Be willing to comply with health and safety legislative requirements
- Be willing to comply with equal opportunities legislative requirements

*this does not have to be in a paid work environment

Please apply in writing or by email to the Curator including a copy of your CV and two named referees.

Please ensure your letter of application makes reference to examples of how you meet the person specification. If you would like an informal chat about the role then please contact Sara Taylor 01992 582686.

Applications to: Sara Taylor, Hertford Museum, 18 Bull Plain, Hertford, SG14 1DT
sara@hertfordmuseum.org.uk

Closing date for applications: This post will remain open until an appointment has been made.
Applicants are advised to make their application as soon as possible.