



Further Particulars: SAHGB Administrator

The Society has a vacancy for a part-time administrator. The SAHGB Administrator is an important and key role within the Society, working closely and providing support to the Honorary Secretary, Honorary Treasurer, Chair, President and all Officers. Above all, the administrator is responsible for the Society's membership administration, awards & grants programme, and assisting the Honorary Secretary with all the Society's activities.

About the Society of Architectural Historians of Great Britain (SAHGB):

We are an educational charity dedicated to furthering the **knowledge** of architectural history through advancing research, education and learning; **disseminating** that knowledge to public and professional audiences through programming, guidance and support, content production and publishing; and **advocating** for our members and the discipline in heritage, architectural and higher-educational settings.

Job description:

The Society has a vacancy for a part-time administrator. The SAHGB Administrator is an important and key role within the Society, working closely and providing support to the Honorary Secretary, Honorary Treasurer, Chair, President and all Officers. Above all, the administrator is responsible for the Society's membership administration, awards & grants programme, and assisting the Honorary Secretary with all the Society's activities.

In their role, the SAHGB Administrator will work with a network of leaders in the field of architectural history as part of maintaining the Society's mission to further the knowledge of architectural history through advancing research, education and learning; disseminating that knowledge to public and professional audiences through programming, guidance and support, content production and publishing; and advocating for our members and the discipline in heritage, architectural and higher-educational settings.

Suitable candidates must be organised, have good administrative skills, and be competent working with digital systems. Prior experience working with volunteer groups and taking accurate minutes is desirable, though not essential.

The post is a permanent, employed position for 15 hours per week (e.g. 2 full-days) at a rate of £17 per hour. Working hours are flexible, but by agreement there will be a regular pattern. In addition, the administrator will be expected to occasionally attend meetings at weekends and in the evenings where required. The Society does not have an office and the role is home based. Candidates should have access to a computer, though all other equipment can be supplied.

Role and duties:

The typical activities performed by the SAHGB Administrator include:

- Drafting agendas and taking minutes at Board of Trustees meetings and AGMs
- Managing the Society's CRM membership database and annual subscriptions
- Assisting the Treasurer with membership payment management
- Responding to or forwarding emails sent to Society addresses
- Organising meetings for the Board of Trustees and Management Team
- Administrating the Society's digital storage system
- Attending meetings of the Management Team where required
- Posting member welcome packs to all new Members
- Assisting with the organisation of the annual AGM and Awards Ceremony
- Administrating the Annual Awards programme
- Administrating the Grant programme and organising meetings
- Providing general administrative support to the Journal Editor, Programmes Officer, Education Officer, Communications Officer, Chair, Honorary Treasurer and Honorary Secretary
- Liaising with magazine and journal publishers to provide Members with their copies of the twice-annual magazine and *Architectural History* journal
- Providing statistics on Society activities in advance of Board of Trustees meetings and AGMs
- Monitoring and implementing EDI policies in regard to the Society's administration
- Occasionally editing the website and create forms where necessary
- Setting up meetings for Officers as required
- Assisting with the recruitment of new Officers as required

Employment conditions:

As a regular (part-time) employee this position carries all the statutory benefits including pro-rata paid holidays, sick leave, workplace pension, redundancy regulations, etc.

We are looking for the appointee to start as soon as possible, and hence an idea of your period of notice would also be useful to know.

Please also indicate two past referees who we can contact in relation to appointment.