

Project Administrative Officer

Part-time, 10 hours a week

3 year contract (funded by the Rothschild Foundation)

Overview

Amersham Museum is an award-winning, accredited, independent museum, sharing the stories of local people and places. The museum is housed in part of a Grade II listed medieval hall house in the heart of Amersham, a historic market town. The museum has a beautiful physic garden, next to the River Misbourne.

The museum runs a wide range of activities for people of all ages, including reminiscence groups, singing, art and literature workshops and an accredited art club for children. We have a vintage vehicle, used as a mobile museum for outreach events in the community. We are brilliantly supported by a team of 125 volunteers and a Friends group.

We are now recruiting a Project Administrative Officer to support the team, as part of our three-year *Creating Connections* project, funded by the Rothschild Foundation. The Officer will be managed by the part-time Director and work alongside the part-time Learning Officer and Collections Manager and a large volunteer team, who help with all aspects of the day to day running of the museum. The museum's trustees are also actively involved. The museum is committed to an inclusive approach to all aspects of its work.

www.amershammuseum.org

Project Administrative Officer Role Description

The Project Administrative Officer is a new role. The Officer will support the smooth running of the organisation, working with both paid staff and volunteers to ensure that our wide-ranging activities in our historic buildings are well-organised and that our customers and visitors have an enjoyable experience. No day or week will be the same, but responsibilities will include:

- Act as the first point of call for enquiries by email, phone and letter
- Using our volunteer management system 3 Rings, supervise our front of house volunteer team rota
- Raise invoices and liaise with our voluntary bookkeepers regarding payments
- Provide day-to-day support for the museum's operation, including ordering and maintaining supplies, liaising with the cleaner and taking meter readings.
- Manage the museum's events calendar, including room hire, bookings, any external venue requirements, materials and catering
- Maintain the museum's visitor statistics records, support its annual visitor survey, and contribute to the evaluation of projects
- Support promotion of museum events and programmes, including liaising with our volunteer web editor and social media officer to provide current details, and updating listings on external websites

- Support the Director to organise building maintenance including annual servicing of equipment, booking and supervising contractors and helping to resolve building issues
- Provide administrative support for meetings including focus groups
- Support grant applications and monitoring
- Liaise with our volunteer shop team to support our retail activities

Role Requirements

Essential

- Numerate with excellent written and verbal communication skills
- Excellent organisational and administrative skills, including the ability to prioritise, work effectively under pressure, to tight deadlines and with attention to detail
- Flexible approach and a confident problem solver
- Strong IT skills with a working knowledge of Microsoft Office
- Self motivated with the ability to work independently
- Ability to work as part of a team, developing and maintaining effective working relations with a broad range of people and contributing to a welcoming environment for both volunteers and visitors
- Able to communicate successfully with a wide range of people, internally and externally.

Desirable

- Experience of working in a customer service environment
- Proven track record in administration
- Experience of working in a visitor attraction, museum or events environment and/or a charity
- Experience of working with a volunteer team
- Experience of using volunteer management software

Please note that two satisfactory references will be required and a DBS check may be carried out before an applicant is appointed.

Salary

The salary is £5,948.80 pa. The FTE is £22,308

Working for Amersham Museum

Amersham Museum is committed to equality of opportunity and welcomes applications from all sections of the community.

The Officer will be entitled to a pro rata equivalent of 25 days' paid holiday plus Bank Holidays. The museum operates a statutory workplace pension.

The role will be based at Amersham Museum. It is anticipated that this role will be 2 hours per morning, Monday to Friday. However, hours can be worked flexibly, to fit in with the museum and personal commitments.

The museum is committed to developing the staff team, with ongoing training.

Applications

Please send your CV with a letter detailing how you meet the requirements of the role to Briony Hudson, briony.hudson@amershammuseum.org

The deadline for applications is **Monday 17 April 2024**.

Applicants will be informed of interviews the week of 22 April 2024.

Interviews will take place on Monday 29 April 2024.

Contact

To discuss the role further, please contact Briony Hudson
briony.hudson@amershammuseum.org