

Job Description

Job title: AHI Administrator.

Introduction

AHI is a membership organisation working to promote excellence in interpretation – the art of helping people explore and appreciate our world. AHI aims to:

- Encourage excellence in interpretation;
- Promote professionalism in interpretation;
- Facilitate discussion and exchange of ideas;
- Support individual and organisational members in their work.

AHI has around 550 individual and corporate members, with an annual turnover normally in the region of £50,000. AHI is a registered charity and is intending to become a limited company. AHI is currently managed by an executive committee of nine elected members plus up to three co-opted members. The work of the committee is assisted by a number of other individual supporters who contribute to panels and working groups.

Each year, AHI holds four committee meetings, attends one or two trade events, organises around four training events (attended by up to 20 people each), an annual conference (attended by up to 50 people) and an annual Awards scheme. AHI publishes three journals and six newsletters each year, with a new website and email forum under development.

Job purpose

To support the Association for Heritage Interpretation by carrying out all administrative tasks required to:

- Sustain the organisation and the membership, including financial management, regulatory requirements, membership subscriptions and procurement.
- Enable AHI's activities, including communications, publications, events and awards schemes.
- Support AHI's chair, committee and working groups by making arrangements, managing committee meetings, documents and communications.
- Act as primary point of contact for AHI's members and non-members.

Accountabilities

- 1 To develop and maintain appropriate systems and associated manuals for managing AHI's finances, membership, subscriptions, publications, events, communications, procurement, records, documents and databases of membership and other subscriptions.
- 2 To manage AHI's finances, including book-keeping, bank reconciliation, production of management accounts, liaison with AHI's bankers, handling of cash receipts, recording of electronic transfers, expenses claims, pursuit of debtors and paying of suppliers.
- 3 To manage AHI's membership, including maintaining an up to date database of members, sending out membership reminders, circulating application forms as appropriate, dealing with subscription payments, liaising with subscription agents and organisations with which AHI has reciprocal membership or distribution arrangements.

- 4 To manage production and distribution of AHI's publications and other printed and electronic communications, including preparing promotional materials and mailing labels, managing announcements on the email forum and liaising with contributors, advertisers, sponsors, printers, etc.
- 5 To manage AHI's events such as annual conferences, the Interpret Britain and Ireland Awards, training events, workshops and trade shows, including promotion, liaising with presenters, bookings, venues, visit locations, accommodation, transport and catering providers, etc.
- 6 To manage AHI's Awards scheme, including promotion, logging applications, circulating application forms, collating judges decisions and comments, liaising with winners and organising Awards ceremonies.
- 7 To act as AHI's primary point of contact by phone, fax, email and post for members and non-members, to deal with all general enquiries and to liaise with appropriate committee members regarding specialist enquiries.
- 8 To manage procurement of all products and services, including publications, office equipment and supplies, communications, travel, design, accountancy, insurance, legal services, etc.
- 9 To provide administrative support to the AHI chair, committee, panels and other working groups by arranging meeting dates and venues, preparing reports of administrative functions, obtaining reports of committee functions, circulating agendas and reports, taking and circulating draft and final minutes, etc.
- 10 To produce draft and final reports of Annual General Meetings and Extraordinary General meetings.
- 11 To provide some content for the journal, newsletter, website and email forum by collecting and supplying relevant information to the appropriate editors or uploading content to the website and email forum as appropriate.
- 12 To prepare and ensure delivery of all relevant documentation for AHI's auditors, legal representatives, Companies House, charity regulators and other statutory bodies.
- 13 To maintain records and archives of documents in paper or electronic form as appropriate, and to ensure electronic records are protected against system failures.
- 14 To adhere to current health and safety and other relevant legislation.
- 15 To undertake any other duties as may reasonably be required by the AHI committee or its chair.

Person specification

Essential experience:

- Experience in administration for organisations or projects;
- Experience using computers and other information technology, including the internet, email, Microsoft Word and Excel.

Essential qualities:

- Excellent organisational abilities;
- Ability to work resourcefully under own initiative and unsupervised;
- Excellent interpersonal skills and the ability to work as part of a team and to get on with a wide variety of people;
- Excellent verbal and written communication skills;

- Reliability, accuracy and attention to detail;
- Ability to make efficient and effective use of time and to plan and prioritise work, occasionally under pressure;
- Ability and willingness to work flexibly and to respond to eventualities as they arise;
- Ability and willingness to attend meetings and events involving travel by car, bus, train or plane and to stay overnight as required.

Desirable experience and qualities:

- Experience in financial management and book-keeping;
- Experience in organising events;
- Experience in producing publications;
- Experience of working with databases;
- Experience of working in the voluntary sector;
- Interest in heritage interpretation or the work of AHI.

Reporting

The administrator reports to the AHI committee with committee chair as line manager.

Working arrangements

The time requirement is 16-20 hours per week by agreement. The administrator's responsibilities necessitate flexible working and the ability to respond to eventualities as they arise. Occasional evening and weekend work may be required, although overtime is not payable for work carried out outside normal working hours.

AHI is a geographically dispersed organisation with no fixed offices, so the administrator will be expected to work from their own home or office. Space for essential equipment and for storing essential paper records within the administrators workspace will also be required.

Duration

The post is offered on a permanent basis, subject to satisfactory references and satisfactory completion of a three month probationary period.

Salary

The salary will be £7,000 – £8,750 per year, according to hours worked (equivalent to £17,500 full-time). The post is non-pensionable.

Holiday

The holiday entitlement will be 12-15 per year, according to hours worked (equivalent to 20 days plus 10 bank holidays full-time).

Applications

Applications should be made by CV with a covering letter providing supporting information and full contact details for three referees. Please describe how your abilities and knowledge meet the essential and desirable qualities and experience outlined above. For example, under a heading corresponding to each of the experience and qualities required, you might state briefly in what capacity you acquired the abilities and knowledge (what you did, how

and why you did it, and the outcome), how recently you acquired them and how frequently you applied them.

Applications should be sent by post to Aaron Lawton, AHI Chair, 1/3 Great Stuart Street, Edinburgh EH3 6AP or by email to chair@ahi.org.uk. The deadline for receipt of applications is 5 September 2008. Interviews for short-listed candidates will take place in Newcastle on 16 September 2008.

Association for Heritage Interpretation

9 August 2008