



**SUSSEX  
PAST**

**The Sussex Archaeological Society  
Committees Administrator - JOB DESCRIPTION**

Location:	Bull House, Lewes or working from home
Reports to:	Chief Executive Officer
Main Purpose of the Job:	<ol style="list-style-type: none"><li>1. To record Committee meetings in the diary in advance and schedule adequate time to ensure the CEO's and relevant Chairs attendance.</li><li>2. Be aware of deadlines for completion of reports and setting agendas for committees and sending out committee papers to members of these groups to ensure that deadlines are met.</li><li>3. To facilitate meetings as required, booking venues, arranging any necessary equipment, preparing agendas, taking and circulating minutes and ensuring all relevant information is readily available to attendees.</li><li>4. To deal with all incoming emails and responding to committee members as required, using own initiative to decide priorities, taking action as necessary.</li><li>5. To undertake duties ensuring confidentiality at all times and to ensure that confidential committee documents are only circulated to relevant committee members.</li><li>6. To be prepared to implement the Equalities Policy at all levels appropriate to the job and must at all times carry out duties with due regard to the Society's Equalities Policy.</li></ol>

**This job description sets out the accountabilities of the post at the time when it was drawn up. Such accountabilities may vary from time to time without changing the general character of the accountabilities or the level of responsibility entailed. If any changes are required then the postholder would be consulted on them.**

**Person Specification**  
**Sussex Archaeological Society – Committee Administrator**

	<b>Essential Criteria</b>	<b>Desirable Criteria</b>	<b>Method of Assessment/ Source of Information</b>
<b>Key Skills &amp; Abilities</b>	<ul style="list-style-type: none"> <li>• Excellent written and verbal communication skills.</li> <li>• Excellent numeracy, literacy and IT skills</li> <li>• Ability to use own initiative and organise and prioritise own work</li> <li>• Able to attend evening meetings (either remotely or in Lewes there are four meetings per quarter)</li> </ul>	N/A	<ul style="list-style-type: none"> <li>• Application and Interview</li> </ul>
<b>Education &amp; Qualifications</b>	GCSE Grade C or above - attainment in Maths and English	N/A	<ul style="list-style-type: none"> <li>• Certificates and application</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Knowledge of how committee meetings operate.</li> </ul>	N/A	<ul style="list-style-type: none"> <li>• Application and interview</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Demonstrable experience of committee administration including setting agendas, collating papers and minuting meetings.</li> <li>• Demonstrable experience of dealing with confidential matters.</li> </ul>	N/A	<ul style="list-style-type: none"> <li>• Application and interview</li> </ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Self-motivated</li> <li>• A commitment to equal opportunities and anti-discriminatory practice</li> <li>• Flexible approach</li> </ul>	N/A	<ul style="list-style-type: none"> <li>• Application and interview</li> </ul>

March 21