

The Sussex Archaeological Society

Job Description

Can you help run the incredible Fishbourne Roman Palace efficiently, smoothly and deliver excellence to all our customers? Do you enjoy coordinating people, demonstrate a flair for organisation and appreciate systems?

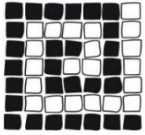
We are looking for a friendly, flexible, articulate individual with a keen eye for detail and exceptional communication skills to manage the busy day to day office functions of our site at Fishbourne.

There is a strong focus on group and education bookings and we are seeking someone keen and able to help us develop and deliver a volunteers programme.

Sussex Past – the trading name of The Sussex Archaeological Society is at a pivotal moment in its story. This is an exciting opportunity to contribute to the operation of the site and aid in the development of the Society, securing its future and ensuring generations to come can continue to enjoy the incredible collections and amazing heritage.

Job Title	Office and Volunteer Administrator
Location	Based at Fishbourne Roman Palace, Chichester
Contract type	Permanent, Part-time
Reports to	General Manager
Line reports	Volunteers
Hours	30 hours per week (Mon – Fri)
Salary	23,780 Full time equivalent (19,281 per annum actual salary)
Main Purpose of the Job	<p>The Office and Volunteers Administrator is responsible for the day to day running of the office. They are the first point of contact for external enquiries and responsible for ensuring good communication occurs across the site</p> <p>Always acting in accordance with the organisation’s values, the role’s main responsibilities include but are not limited to:</p> <ul style="list-style-type: none"> • Dealing with group and education bookings • Coordinating external contractors and suppliers • Assist with developing and manage the volunteer scheme • Provide administrative support for other departments including front of house, curatorial and education • Contribute to progressing and improving processes and systems • Work with Society wide colleagues to improve our offer

Key Tasks and Responsibilities



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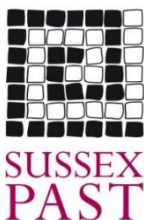
- Respond to, and resolve where appropriate all enquiries including any general, school bookings, group bookings, events etc
- Manage invoicing and payments for site related matters
- Assist with recruitment, induction and manage coordination of volunteers
- Maintain and manage the administration of all office systems including service providers, flagging contract renewals and researching more cost-effective alternative providers where appropriate
- Ensure appropriate supplies and that all office equipment is fit for purpose and maintained properly
- Acting as a point of contact to trouble-shoot simple IT problems
- Manage the office diary including assisting with scheduling planned maintenance/contractor visits
- Administer financial systems such as processing invoices, issuing receipts, ledger maintenance, reconciliations or similar
- Assisting with the collection of statistics, data, financial information or other management information through the use of appropriate systems and databases in conjunction with colleagues
- Provide administrative support for events, including arranging dates, organising room bookings and arranging third party suppliers
- Order and manage staff welfare stock and other supplies for the site including museum shop if required
- Act as Fire Marshal in the event of an emergency evacuation.
- To be the responsible person/site supervisor as required.

This job description sets out the accountabilities of the post which may vary from time to time without changing the general character of the accountabilities or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading or pay of the post.

Person Specification

Job Title: Office and Volunteer Administrator

Essential	Desirable
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<ul style="list-style-type: none">• Accuracy and an eye for detail• Excellent written and verbal communication skills including demonstrable experience of drafting letters/emails, dealing with enquiries and ensuring that appropriate records are maintained• Strong knowledge of Microsoft systems including word, excel, e-mail, and maintaining databases and other systems• Excellent interpersonal skills• Demonstrable experience of working in an office environment• Reliable and extremely well organised self-starter experienced in managing a wide variety of administrative processes with discretion• A team player with the ability to work on own initiative, skilled at prioritising and multi-tasking• Experience of diary management and meeting and event administration• Ability to build strong relationships both internally and externally• Excellent customer care skills• Time management skills and ability to effectively prioritise workload	<ul style="list-style-type: none">• Working knowledge of Access Gamma or similar software• Demonstrable interest in history/heritage• Previous experience of working within the museum/ heritage/arts/education sector• Knowledge and understanding of health and safety legislation.
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January 2025