



### Role Description: Administrator

The Victorian Society is the sole charity campaigning to save and celebrate Victorian and Edwardian architecture and historic places throughout England and Wales. Founded in 1958, we have been at the forefront of saving some of the nation's most remarkable 19th- and early 20th-century buildings, such as the Albert Dock in Liverpool, and St Pancras Station in London. Our work spans casework, campaigning, running a vibrant events programme, growing our membership, and engaging public and politicians alike with the importance of heritage and the vital work of the Society.

The Administrator plays a central role for the Society in supporting all aspects of this work, ensuring the smooth day-to-day running of the office and providing essential support to staff, volunteers and Trustees.

You will join a small, committed team of (currently) nine staff members, where efficiency, professional flexibility, and a willingness to turn your hand to a wide variety of tasks are essential.

### **Duties**

- Office & Administration
  - Act as first point of contact for members, supporters, and the public, providing excellent customer service.
  - Ensure the efficient running of the Society's office, including managing utilities, post, telephone and email enquiries.
  - Maintain accurate administrative systems, filing, and databases.
  - Help manage the building's top-floor flat.
- Finance & Membership
  - Process membership subscriptions and renewals, liaising with the Membership Manager as required.
  - Manage day-to-day financial administration, including payments, invoices, banking, online banking, processing cheques (including paying them in at branch), and expense claims.

- Assist with preparing financial information for the Director and Finance Trustee.
  - Liaise with external bookkeeping service as necessary
- Governance & Committees
  - Provide administrative support for Trustee meetings, the AGM, and other Committees, including preparing agendas, circulating papers, and taking minutes.
  - Help support compliance with charity and financial regulations.
- Events & Communications
  - Assist when required with the administration of events, such as ticketing for lectures, tours, and social activities.
  - Support member communications such as newsletters, emails, and website updates.
  - Liaise with Regional Groups and volunteers when needed.
- General
  - Contribute to the overall work of the Society, working collaboratively with colleagues and volunteers.
  - Household and stationary ordering, publications sales, stock taking.
  - Be willing and able to take on a wide range of tasks as required to support the smooth running of the Society.

## Knowledge and Skills

- Essential
  - Excellent IT skills, including Microsoft Office, CRMs (Beacon), Mailchimp.
  - Experience of financial administration and record-keeping.
  - Experience with finance systems (e.g. Xero, Stripe, Lightyear).
  - Strong administrative and organisational skills, with accuracy and attention to detail.
  - Excellent communication skills, written and verbal.
  - Ability to prioritise workload and work independently.
  - Professional agility – a readiness to respond flexibly to whatever the Society’s work requires at any given time.
  - Commitment to the aims of the Victorian Society.
- Desirable
  - Experience of working in a charity or membership organisation.
  - Knowledge of Gift Aid and data protection regulations.
  - Interest in Victorian and Edwardian architecture and culture.

## Salary and Conditions of Employment

- Salary band: £24,000 – £28,000 per annum (full time equivalent).
- Hours: 4 days (28 hours) per week (9.30am–5.30pm), with one hour for lunch. Some homeworking is possible, although the role necessitates a majority (at least 75%) of time to be spent in the Society headquarters in Bedford Park, London, W4.
- Annual leave: 25 days (FTE) in addition to bank holidays. Furthermore, the office closes from Christmas Eve to New Year's Day (inclusive).
- Probation: Six-month probationary period.
- On occasions, attendance at evening or weekend events will be required, such as for Trustee meetings, AGM weekend, or Open House.

## How to Apply

To apply please send a CV and covering letter addressing why you meet the job description to the Society's Director at [director@victoriansociety.org.uk](mailto:director@victoriansociety.org.uk)

Closing date for applications is **Friday 31 October**

Interviews will be held at the Victorian Society offices the week commencing **17 November**