



The Norfolk and Norwich Archaeological Society Freelance Administrator – Homebased

Further Particulars

Main duties

Supporting NNAS Trustees meetings and AGMs

- Keeping up to date contact lists for Trustees, Officers, Hon. Secs and Advisory Panel
- Collating & distributing board papers
- Attending quarterly trustee meetings, and AGMs, recording apologies and attendance, taking minutes and ensuring that the agenda is handled according to the governing document.
- Recording decisions to ensure they are acted upon in due time

Publicity Support

- Assisting with social media and paper mailings to members
- Helping with the promotion of the Society at events or the distribution of promotional materials
- Acting as a conduit for press releases and enquiries
- Assisting the editorial committee with administrative tasks

Membership Administration

- Day to day management of the systems used for membership, sales, payment and records
- In the first year, supporting the transition of NNAS membership and payment records to a fully web-based system
- Ensuring that information is held in compliance with Data Protection legislation
- Acting as first point of contact for members' queries

Events and Activities Support

- Supporting bookings and ticketing
- Managing relationships with venues, transport, etc
- Practical support of conferences and similar events
- Processing of grant applications

Financial Support

- Process expenses claims and minor expenditure
- Manage simple bookkeeping and banking tasks, in partnership with the Treasurer

Charity Administration

- In the first year, supporting the move of NNAS administrative systems, records and files to a new cloud-based system
- Collation and updating of policies and terms of reference, role descriptions etc
- Archiving and rationalisation of records
- Coordinating annual returns to the Charity Commission