

Vacancy for Administrator of the Hakluyt Society

On the retirement of the present Administrator after 15 years, the Hakluyt Society seeks to fill the position from late September 2017.

The appointee will contract with the Society to provide a range of administrative services for a fee in the region of £30,000 per annum (subject to annual review). These will include dealing with subscriptions and other membership records, handling day-to-day financial matters (in support of the Honorary Treasurer), servicing meetings of Council, assisting working groups established by Council, and collaborating with the officers to further the Society's aims and maintain the service provided for members. In recent years the Society has expanded its range of activities and the Administrator will be expected to be active and supportive in advancing this developing phase in the life of the Hakluyt Society.

Duties of the post

The following, while not going into every detail, will give a good sense of the duties of the position. These may change as the Society modifies its activities and with changing procedures and resources for carrying on its work. The list of duties should be taken in the context of a general expectation that the Administrator, in assisting Officers and Council Members, will maintain a broad engagement with the Society's ambitions and be proactive with advice on how they can be achieved.

There are three meetings of Council each year, one of which precedes the AGM, and for these the Administrator books the customary venues, prepares the agendas in consultation with the President, produces Administrator's Reports, circulates the agendas and papers, prepares draft minutes for approval by the President and Council and maintains a record of the service and eligibility of Council members. The Administrator also attends meetings of officers held on the mornings of Council meetings.

The Administrator maintains a calendar of the Society's business and events for the information of the Officers, arranges the AGM in consultation with the President and the reception that follows it, with its list of guests, and undertakes the administrative work associated with lectures and book launches. An administrative service is provided also for conferences; at present there are biennial 2-day symposia in different academic institutions and less frequent thematic conferences as occasions arise.

The Administrator undertakes the organisational work concerned with charitable status and the annual return to the Charity Commission, liaises with the Society's solicitors, bankers, agents and auditors as required, ensuring compliance with GDPR and data security and data with the relevant authorities. Officers and elected members of Council must also be made aware of their responsibilities as charity trustees and kept informed on developments affecting the Society within their areas of responsibility.

The Administrator, in conjunction with the President and relevant Officers, organises the production of the Annual Report, the annual Information and Publications booklet, the Annual Lecture (in conjunction with a Series Editor) and a Newsletter (at present bi-annual). Mailings to members are arranged twice yearly.

The Administrator arranges the Audit timetable in consultation with the Hon. Treasurer and auditors, prepares finance papers for the Annual Audit and reports of cash transactions for Council Meetings. The Administrator maintains the sales and purchase ledgers and, in conjunction with the Society's auditors, generates quarterly VAT returns, ensuring that the VAT liability on permissions income is processed as required. General banking matters and the payment and issue of invoices, together with arranging the annual Gift Aid return, maintenance of insurance policies, liaison as appropriate with the Society's investment managers also fall within the work of the Administrator.

The Administrator obtains from the Society's publishers statements of volume sales statistics and stock levels for Officers' Meetings, and provides the publishers with distribution lists for the despatch of entitlement volumes to members.

The Administrator arranges for renewal notices to be sent to the membership in December, recording subscriptions and changes of membership on the Society's database, liaising also with subscription agencies, where they are used by institutional members and dealing with direct debit mandates and Gift Aid claims. It is anticipated that the functionality of the membership database will be developed as a tool for effective communication with members. The administrative office acts as a general help desk for members as regards their interaction with the Society.

It is expected that the Administrator will be active in ensuring that the Society's website and social media are supplied with information to inform the membership and others interested in the Society of events and activities in a timely manner. The mechanisms for this are currently under review by the Society and it is hoped that a new platform will enable the Administrator to edit information on the website, as well as to contribute directly to our social media output. The Administrator will be responsible for the organisational aspects of the annual cycle of the essay prize and the research grant awards, which are managed online, in support in each case of a Chair and panel of judges.

Record keeping and management, including the transfer of appropriate material to archival storage, and the use and upkeep of office equipment fall within the general work of the administrative service.

Skills and competencies required in post

While not all of the skills listed below, for guidance, will be required on appointment, it follows from the list of duties that a range of competencies will be needed to carry out the work of the Administrator. These will include:

- an ability to deal with receipts and payments, and to maintain the cash book and related filing and record keeping
- confidence in using modern transaction processing, notably domestic and foreign internet banking, direct debit and card payments, and PayPal
- ability to manage relations with suppliers and, specifically, to build the confidence of major counterparties, notably bankers, auditors and insurers
- competency in fulfilling regulatory filings by due dates, seeking professional help as needed, e.g. VAT and Gift Aid returns with HMRC and Annual Returns with CC
- proficiency in managing a computerised database of members' details, their accession and retirement and their subscription history, and liaising with the Society's ISP

- comfortable in the safe and secure use and maintenance of simple office IT applications, e.g. Email, Microsoft Word, Excel and Access or similar, and Google Drive archiving
- ability to acquire straightforward website editing skills and familiarity with common social media platforms
- ability to act as a meetings secretary, taking, drafting and publishing minutes, and to assist Series Editors in administrative, non-scholarly tasks
- readiness to support Council project working groups, notably in grant-giving activities and simple event management, using Eventbrite or similar.

It will be important that the Administrator is positive, constructive and willing to become aware of the interrelationship between assigned tasks and the Society's strategies, as well as being willing to step outside the formal Terms of Reference when occasions demand.

How to apply

Candidates are invited to submit applications comprising:

- a *curriculum vitae*, with details of education, past employment, relevant experience and interests
- a statement of no more than 300 words, explaining how the candidate's experience is relevant to the vacancy
- the names and addresses of two referees, whom the Society may contact, preferably people who have direct experience of the candidate's later education or relevant employment.

An application should be sent as an email attachment to hakluytsociety@gmail.com, with 'Hakluyt Society Administrator' in the subject line, to arrive by the end of Friday 5 May 2017. It is expected that interviews of short-listed candidates will be held in London on 14 June 2017.