



## **Administrator and Secretary to the Council, duties and responsibilities**

### **General Administration including Support of Council Members and Office Bearers**

- a. To be the main point of contact for all enquiries and respond using phone, email or in writing.
- b. Co-operate and assist with Hall McCartney, the AHSS outsourced membership record managers (or any successor thereto), in relation to the proper keeping of membership records, subscriptions, Gift Aid or the like; passing on any membership enquiries, ensuring proper recording of membership payments, and providing support for any direct membership communications.
- c. Recruit, train, oversee and provide support to volunteers working in the National Office.
- d. Prepare, collect, disseminate and distribute papers or notices required for Council meetings and provide administrative support for meetings, taking of meeting minutes.
- e. Secure the smooth operational running of the National Office, including the maintenance of organised filing systems (digital and paper), ensuring adequate stationery levels and keeping items of office equipment in good working order.
- f. Fulfil administrative duties as directed by the Council, the Finance and Management Committee or the Office Bearers, particularly the Chairman, Vice-Chairman and Hon. Treasurer.
- g. Maintain AHSS Archive and Library within the National Office, ensuring that essential records are maintained and added to.

### **Administrative Support for Treasurer and Finance and Management Committee**

- h. Liaise with Hon Treasurer, Assistant Treasurer and the Finance and Management Committee in relation to provision of financial information necessary for the proper functioning of the Society.
- i. Facilitate and provide administrative assistance to the Society's accountancy book-keepers and Assistant Treasurer for the computer entry of Xero financial data, or any other accountancy computer system in use by them.
- j. Assist the Finance and Management Committee and Council with the preparation of all papers associated with the publication of the AHSS Annual Report issued to members for the Annual General Meeting. Assist the Council in the submission of annual returns to Companies House and to the Scottish Charity Regulator (OSCR).
- k. Assist the Council in maintaining a current list of Trustees and liaise with Lindsays, the Company's legal secretary, in the recording of appointments/changes to Trustees.
- l. Liaise with Hon Treasurer and Finance and Management Committee, and provide administrative support in relation to existing or potential grant funding or financial support from the Government or other funders.
- m. Complete and submit annual Gift Aid claims to HMRC (unless covered by Assistant Treasurer).



## Outreach and Engagement

- n. Developing, managing and updating the AHSS profile on social or other media on a regular basis (eg. Facebook, Twitter, LinkedIn etc.) to provide outreach and engagement with members and general public.
- o. Developing strategies for co-ordination and communication between the regional groups through Dropbox etc.
- p. Ensuring that the content of the AHSS Website is regularly updated with forthcoming events, news items and links, and for the dissemination of information for potential recruitment of new members of the Society.
- q. Raising the profile of the Society through publicity in the press, radio or television.
- r. Developing strategies in collaboration with the AHSS Council and Office Bearers or Volunteers, for the promotion of wider membership of the Society and recruitment of Volunteers. Improving communication with existing members to ensure their continued support of the Society.
- s. Organising and attending outreach or promotional events, student competitions/projects or the like for the furtherance of aims and objects of the AHSS either alone or in collaboration with other heritage organisations.
- t. Ensure that our outreach is relevant, up to date and appealing, throughout all platforms.
- u. Maintain and build positive relationships with other heritage bodies and community groups, collaborating wherever appropriate.
- v. Maintain and build on relationships with current funders of the Society.
- w. Actively seek and apply for funding for the AHSS Publications, Society core costs and other Society endeavours, with the assistance and under direction of Council members.

## Publications

- x. Liaise with the Publications Committee, Magazine Editor, Journal Editor, Printer and Distributor to assist with the publication of the AHSS Magazine and Journal.
- y. Develop outreach of the Society by wider distribution of the AHSS Magazine and Journal to relevant parties.
- z. Draft and arrange design of supplementary literature to improve Society outreach, membership appeal, fundraising, and heritage campaigns. E.g. Bequests flyer, membership offers, campaign leaflets.
- aa. Ensure that AHSS Branding Guidelines and templates are used and followed by all, both in internal and external documents.

## Administrative Support of Groups and Events

- bb. Provide administrative support to the local Groups, Cases Panels and all events run by Groups or Volunteers through the National Office.
- cc. Co-ordinate and collect information from regional Groups and Cases Panels.
- dd. Ensure all events are publicised on the AHSS Website/Twitter/Facebook as well as in local venues and through like-minded organisations.



## Speaking for Scotland's Buildings

- ee. Attend events where possible to maintain positive relationships with volunteers and members across Scotland, and to discover areas where improvements can be made.
- ff. Encourage the recruitment of new volunteers to Cases Panels and Group Committees, helping with advertisement and training, ensuring succession planning.
- gg. Encourage the revival of the Highland Group and the creation of any new Group or Cases Panel.

### **Property Administration**

- hh. Manage the premises occupied by the AHSS as its National Office (presently situated at 15 Rutland Square, Edinburgh, EH1 2BE) or such other premises as the Society may from time to time occupy.
- ii. Where the National Office is in rented premises comply with all requirements imposed by the Landlords (currently the Royal Incorporation of Architects Scotland) under any lease or licence.
- jj. Be responsible for the opening and closing of the office securely.
- kk. Ensure that a conference room is booked in advance of any Council or other meeting which cannot be accommodated within the National Office Room.
- ll. Be in attendance out of normal working hours for the purposes detailed in Clause 3 of the Contract of Employment or in connection with any extra-ordinary event as may reasonably be required.
- mm. Ensuring that the office is kept clean and tidy.

### **Flexibility of the Role**

- nn. The Council aims to provide a flexible working environment.
- oo. The role will include any other reasonable requests and tasks as agreed by Council.

### **Line Managers of Position**

- pp. There will be two Line Managers to this position (separate from the Chair), these will be as nominated by the Council.