



Scottish Fisheries Museum
Boats, fish and folk...

Job Description – Administrative Assistant

Post Title:	Administrative Assistant
Terms:	Part-time (30 hours per week/5 days); 25 days leave plus 8 days public holiday per annum; six months term with the possibility of extension
Salary:	£12 per hour; contributory pension scheme
Located at:	Scottish Fisheries Museum, St Ayles, Harbourhead, Anstruther, KY10 3AB

1. Background

The Scottish Fisheries Museum was founded in the old fishing port of Anstruther, at a property known as St Ayles, as a trust and charity in 1969, to collect, record and interpret the history of the fishing industry in Scotland. The Museum has expanded to occupy several adjacent properties and holds collections of over 65,000 artefacts, including full size fishing vessels, and received 'Recognition of National Significance' status in 2007.

The Museum has Accreditation status and is graded a four-star visitor attraction by VisitScotland.

A key museum asset is our vessel the "Reaper" which is one of the last remaining sea-going Fife sailing herring drifters dating back to 1902 and is a recognised member of the National Historic Fleet.

The Museum has a small team of paid staff plus significant volunteer support, especially through three clubs, the Boats Club, Model Boat Club and St Ayles Rowing Club.

The shop and Waves Café contribute an important income stream for the museum during a busy summer season and as a vital community hub for local residents.

2. Role Overview

The Administrative Assistant will support all aspects of office and facilities support while working directly with the Business Manager and a wide range of people including staff, volunteers, Board Members, suppliers, and contractors. Demonstrable experience of office administration is required (and knowledge of Xero accounting software or similar is desirable).

Hours will be normally 30 per week Monday - Friday. The Administrative Assistant is expected to work from Museum premises, during normal operating hours, 09.00 to 17.00, but there is scope for some flexibility in hours.

The post will report to the Business Manager.

3. Main Activities & Responsibilities

The Administrative Assistant will have the following responsibilities:

- Maintain office filing system on and off-line.
- Receive mail and distribute to relevant staff.
- Deal with telephone and email enquiries directly or by transfer to relevant staff.
- Maintain office diary and coordinate bookings and room hire.
- Liaise with curatorial staff to coordinate group bookings and educational visits.
- Processing of supplier invoices.
- Processing and recording of daily takings and preparation for banking.
- Maintain staff, volunteer contact details and HR records including holiday records.
- Prepare monthly payroll details.
- Support the preparation and processing of Gift Aid claims to HMRC.
- Collate and safely store all Board of Trustees documentation.
- Set up and support Board meetings.
- Retain suite of approved policies and procedures.

4. Other Duties

This job description is a broad picture of the post at the date of preparation. It is not an exhaustive list of all possible duties, and it is recognised that jobs change and evolve over time. Consequently, this is not a contractual document, and the post holder will be required to carry out other duties to the equivalent level that is necessary to fulfil the purpose of the role.

5. Application Procedure

Covering letter of application, stating how your skills and experience will prepare you for the role & CV with references to Michael Donald, Business Manager:
michael@scotfishmuseum.org

Closing Date: **5pm on 5th July 2024.**

Selected applicants will be invited for interview during the week of **15th July 2024**, date and time to be confirmed in advance in writing.

The Scottish Fisheries Museum Trust is a company limited by guarantee registered in Scotland (Co No 45381) and a Scottish Charity (SC006185). The registered office is St Ayles, Harbourhead, Anstruther KY10 3AB

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