



Post Title: Office Administrator- Scottish Fisheries Museum Trust Ltd

Terms: Part-time (30 hours per week/4 days); 25 days leave plus 8 days public holidays (Pro-rata).

Salary: £14 per hour. Contributory pension scheme.

Located at: Scottish Fisheries Museum, St Ayles, Harbourhead, Anstruther, KY10 3AB

Hours of Work

Hours will be normally 30 per week Monday - Thursday. The Office Administrator 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.

Role overview

The Office administrator will be responsible for 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

Knowledge of Xero accounting software or similar is required

Practical experience of website management, digital design, and social media marketing would be a distinct advantage.

Main Activities & 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.
- Maintain membership database
- Liaise with curatorial staff to coordinate group bookings and educational visits.
- Process supplier invoices.
- Process and record daily takings and prepare 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.

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 may be required to carry out other duties to the equivalent level that is necessary to fulfil the purpose of the post.

Reporting and Management

The post will report to the business manager.

To apply please send your CV, with cover letter, to michael@scotfishmuseum.org

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.

The Scottish Fisheries Museum has Accreditation as a National Museum and the entire collection is Recognised as being of National Significance. This includes the sailing vessel Reaper, moored at Anstruther harbour. The Museum is graded a four-star attraction by Visit Scotland and is a lead organisation in Industrial Museums Scotland.

The Museum has a small team of 19 paid staff, many of which are employed part time, in curatorial, café and visitor assistant roles. As a charity, overall responsibility lies with the Board of Trustees

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