



Registered charity: 206888

<b>Position Title:</b>	Administrative Secretary
<b>Organization:</b>	Royal Historical Society
<b>Grade/Salary:</b>	Grade 5 / £24,020 (inclusive of London Allowance) (£14,412 pro-rata)
<b>Hours of Work:</b>	Part time (0.6)
<b>Period of Appointment:</b>	Permanent Contract
<b>Responsible to:</b>	Executive Secretary and Honorary Secretary
<b>Location:</b>	University College London, Gower Street, LONDON WC1E 6BT

### **Role Description and Purpose**

Since it was founded in 1868, the Royal Historical Society (RHS) has become the foremost society in the UK working with professional historians and advancing the scholarly study of the past. We are a learned society with charitable status that is increasingly at the forefront of policy debates about the study of history and collaborate with a number of other representative bodies, and UK University history departments, to advance these aims.

The Administrative Secretary, working under the direction of the Executive Secretary and Officers of the Society, provides administrative support to the Office and its President and is line-managed by the Honorary Secretary. S/he additionally supports Council Members (and the various Committees), which meet five times a year, as well as the Convenors and Editorial Board of the Society's publication series, *New Historical Perspectives*.

The closing date for applications is 12noon on Monday 3 September 2018 and interviews will be held on Monday 10 September 2018.

### **Key Accountabilities**

- Co-ordinate administrative systems and process applications for Society Membership and Research Support funding applications;

- Provide administrative assistance (generation of forms and agendas, compilation of meeting papers, minute-taking etc.) for the Society’s Membership and Research Support Committees, alongside other Committees as required;
- Process all correspondence with applicants for Membership or Research Support, including processing of receipts and reimbursements;
- Process all correspondence with applicants and peer reviewers for the *New Historical Perspectives* publication series, and provide administrative support to the Series Convenors and Editorial Board, including preparation of materials for the Annual Editorial Board meeting and oversight of arrangements for Author Workshops;
- Provide administrative support for Society Prizes and Awards, including co-ordination with judging panels and liaison with the other organizations, as required, in the case of Joint Awards;
- Provide administrative support, as required, to the President in diary management, meeting scheduling and travel booking;
- Maintain the Society’s Outlook calendar for Council Members’ and Office holders’ event scheduling, meetings and internal deadlines;
- Maintain and update, as required, the Society’s IT systems, electronic forms and publications, website and social media presence, and data management systems;
- Manage day-to-day office and email enquiries, taking responsibility for responding to routine matters and escalating more complex issues to the Executive Secretary, or Honorary Secretary, as required.

## Person Specification

### *Key criteria*

\* For ‘How identified/assessed’ use: AP – application; AS – assessment; I – interview; R - references

<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>	<b>How identified/assessed*</b>
<b>Education/qualification and training</b>			
Educated to degree level qualification in History or related discipline.	X		AP
Educated to Masters level qualification in History or related discipline.		X	AP
<b>Knowledge/skills</b>			
Excellent written and oral communication skills, including the ability to draft documents and own correspondence to a broad range of audiences.	X		AP, AS, I, R
Strong numeracy skills and ability to analyse and manage complex numerical data.	X		AP, AS
Excellent working knowledge of Microsoft Word, Excel, PowerPoint and Outlook.	X		AP, AS

Good working knowledge of desktop publishing and design applications.		X	AP
Good working knowledge of data management systems, e.g. Access etc.		X	AP
<b>Experience</b>			
Membership management, and the ability to work with Fellows, Council Members and the general public in a professional and assured manner.	X		AP, I, R
Administrative support and meeting management, including generation of agendas, papers and minute taking.	X		AP, I, R
IT and database management.		X	AP, AS, I, R
Working in a public facing environment with demonstrated knowledge of how to process enquiries, and address complaints in a friendly and efficient manner.	X		AP, AS, I, R
Experience of working in a higher education environment.		X	AP, AS, I, R
Experience in the responsible use of social media.		X	AP, AS, I, R
<b>Personal characteristics/other requirements</b>			
Ability to exercise a methodical but flexible approach to work, whilst maintaining a high level of accuracy and attention to detail.	X		AP, AS, I, R
Collaborative and proactive approach to teamwork, including the ability to work independently.	X		AP, I, R
Ability to work under pressure to complete a range of competing priorities, and to request advice and support as required.	X		AP, I
A degree in History, or a strong interest and engagement in History and the higher education sector.	X		AP, I
Commitment to equality and diversity in the workplace.	X		AP, I

The salary attached to this post is £24,020 per annum, and the postholder will be paid 60% pro rata for 3 days per week. The period of employment will commence 1 October 2018.

**The closing date for applications is 12noon on Monday 3 September 2018.**

Interviews will be held on Monday 10 September 2018.

Please send your letter of application and accompanying CV to: the Executive Secretary, Dr Susan Carr at: [s.carr@royalhistsoc.org](mailto:s.carr@royalhistsoc.org) or by post to The Executive Secretary, Royal Historical Society, University College London, Gower Street, London WC1E 6BT.

Any queries about the post or person specifications may be directed to [honorarysecretary@royalhistsoc.org](mailto:honorarysecretary@royalhistsoc.org).