



York Civic Trust

Promoting Heritage - Shaping Tomorrow

Fairfax House Castlegate York YO1 9RN

Tel: 01904 655543

Role Profile

Details of the role

Title: Administration Assistant

Accounts to: Chief Executive

Hours: 16 Hours per week

Standard working hours (including a 30-minute paid break per day)

The hours are to be worked between Monday and Friday 09:00 – 17:00. The exact working hours are to be agreed between the successful candidate and Chief Executive.

Some additional hours may be required to be worked. These will be taken as time off in lieu, in agreement with the role's line manager.

Duration: 12 months

Notice period: One month's notice on either side

Salary: £9.90 (subject to 2022 salary review) increase per hour (£7,904.00 per

annum pro rata) including a 30-minute paid break per day

Pension: York Civic Trust operates an auto-enrolment pension scheme for qualifying employees. Employees have the right to opt out of the company pension scheme.

Annual Leave: 11 days including pro rata bank holidays

Line Management: No

Key Relationships (Internal):

- Chief Executive
- Curator
- Civic Society Manager
- Finance Manager
- York Civic Trust Trustees
- York Civic Trust Members

Key Relationships (External):

- York Civic Trust Partners

ABOUT YORK CIVIC TRUST

York Civic Trust, a Registered Charity, is a membership organization that celebrates the heritage of York and how it can be used to inform and shape the development of the city. The Civic Trust operates an Accredited museum - Fairfax House, Castlegate, York (the building is owned by York Conservation Trust). The Georgian townhouse, opened to the public in 1984 after a significant conservation and restoration programme undertaken by the Civic Trust. Working collaboratively with other key civic stakeholders including the University of York, City of York Council, York Museums Trust, York BID and Make-it-York the Civic Trust actively promotes, comments and informs the development of the city. Understanding the pressures on a 21st century city – traffic, the natural environment and quality of life for residents are also priorities for the Trust who co-ordinate a multi-body Transport Advisory Group to inform city-wide strategy.

The Civic Trust works in partnership with the Department of Archaeology of the University of York in organizing ‘the planning club’ an opportunity for post-graduate student to gain ‘live’ experience in reviewing and providing informed comments on planning applications as they affect the whole city of York.

The Trust organizes a long running programme of events and activities open to members and the wider public provides opportunities to gain a greater understanding of the city and its surroundings, and of conservation issues.

The organization is committed to creating opportunities for the population of York and its visitors to engage with and participate in celebrating, valuing and raising awareness of the city’s heritage in its many and diverse forms. The Civic Trust’s ongoing ‘blue’ plaque programme records significant individuals, events and places within the city.

Since 1946 the Civic Trust has undertaken to develop civic amenities for the benefit of York’s residents – this has included the foundation of the University of York, the closure of Deangate to traffic and the restoration of the Lord Mayor's Mansion House and Peasholme House. The Trust continues this work through the delivery of city enhancement projects both large and small.

York Civic Trust’s governing body is its Board of Trustees drawn from its membership. A small team of employees (less than 15) are supported by a strong base of over 200 volunteers and advisors.

For more information about York Civic Trust visit www.yorkcivictrust.co.uk and Fairfax House visit www.fairfaxhouse.co.uk .

ROLE SUMMARY

This role is a key part of York Civic Trust’s overall vision of ‘promoting heritage, shaping tomorrow’. As Administration Assistant you will work directly to the Chief Executive and assist in co-ordinating and delivering the administration across the organisation. You will

work closely with the Chief Executive, Finance Manager, the Curator and Civic Society Manager.

ABOUT YOU: What you will bring to the role

You will be thorough in your approach and have a desire to be organised, solve problems and be creative. You will be able to work independently, enjoy and excel in working as part of a small friendly team.

You will bring fresh ideas to improve the efficiency of the charity’s administration. You will bring a reliable and consistent approach to your work. You will have a practical and adaptive approach and a desire to provide high standards of communication and organisation.

You will have an interest in history and culture, museums, heritage and placemaking.

KEY RESPONSIBILITIES:

This role will provide administrative support for the core functions of the organisation. You will support the business by:

- Co-ordinating and setting up meetings, ensuring agendas, minutes and papers are in place and circulated on time
- Monitoring and reporting progress against actions from meetings
- Liaising with, and supporting, the Chairs of the charity’s various committees, sub-committees and advisory groups
- Ensuring that all the charity’s office, digital and paper processes and filing are kept up to date and well-managed.
- Assist in improving the efficiency and administration of the Civic Trust offices in order to deliver its objectives more effectively
- Act as a first point of contact with York Civic Trust membership and assist in organizing member activities
- General Administration duties including answering telephone or email enquiries

OTHER DUTIES AND REQUIREMENTS

- Deliver a consistently high level of customer service.
- Provide cover for museum front of house activities including: sales, admissions and cash handling when required
- Undertake any other duties that may be reasonably requested by your line managers.
- Attend staff meetings and any training courses as required to meet the requirements

What we are looking for in an Administration Assistant ...

Experience		Essential/ Desirable
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	Proven Experience of providing administrative support within an office-based environment	E
	Experience of working with Microsoft 365, Sharepoint and other cloud-based and digital products including eventbrite and mailchimp	E
	Demonstrable experience of excellent written and verbal communication skills	E
	Experience of working within a small team	E
	Experience of organising business meetings along with their agendas, papers and minutes	E
	Experience of managing and achieving results personally and through others.	E
	Proven excellent administrative experience with the ability to prioritize and co-ordinate multiple activities to meet deadlines on time.	E
Knowledge	Knowledge of the requirements of administration within a charity environment	D
	A demonstrable commitment and knowledge of the history and heritage of York and the values, aims and objectives of York Civic Trust.	D
Skills	Well-organised and attentive to detail, always being thorough in their approach.	E
	An excellent team player, working alongside colleagues, volunteers, sharing knowledge and information, helping to create a great place to work.	E
	Great communication skills; able to articulate and present ideas in a clear coherent way both verbal and written	E
	Excellent interpersonal skills	E
	Professional demeanor and diplomatic skills Positive work ethic: professional, enthusiastic, conscientious, dependable	E

Development Opportunities: (The post holder will have an agreed and individual Professional Development Programme which will be regularly reviewed and will include but not be exclusive to the following areas)

- To increase knowledge and professional skills in related areas of the role
- To research and gain knowledge with regards to York's history and heritage property interests – historically and in the present
- To gain further understanding and experience of the other areas of York Civic Trust's work - museum, heritage and place making.
- To maintain and develop networks and knowledge within the communications and media sector