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**Job Title:** Administrator

**Responsible to:** Board of Trustees

**Society’s Aim:** ***' To Encouraging excellence in glass as a creative medium and to develop a greater awareness of Contemporary Glass world-wide'***

**This is initially a one-year contract** for a self-employed individual, with the intention to extend this subject to ongoing funding. There will be a 3-month probationary period.
 **Contract:** **£22,100.00 ( flexible working, equivalent to approximately 20 hours per week at £21.15 per hour)** Salary/package: £38,584 FTE pa. pro rata.

Holidays at 25 days pa. pro rata. This equates to 15 days for a 0.6 role.

**Description:** An exciting role managing the day-to-day activities of the society, whilst also helping shape the future of the Contemporary Glass Society.

**Job Function**

**Administration**

To oversee and manage day to day activities.

* **Membership**
* Email communications -i.e. send e-bulletins regarding administration and information to the membership.
* Membership subscriptions
* Members information on the website
* **The Board of Trustees**

**-** Prepare for Board meetings, writing Minutes and Agendas.

**-** Assist the Chair to bring new ideas and a vision to the Society and Board of Trustees

 - Communicate with the Board of Trustees:

- Help develop, along with the Board, long term planning for the Society

- Write reports and communicate to the rest of the Board progress regarding the Society and its activities.

- Prepare the AGM and ensure the correct procedures and taken.

- Hold and maintain the organisations archive.

* **Finances**

**-** Help prepare annual budgets with Society’s Officers and manage day-to-day finance.

 e.g. receiving and paying invoices

- File annual returns with Charity Commission and Companies House

* **Publicity & Communication**
* Oversee the production of and distribution of the Magazine Glass Network with the Editor
* Manage the website with the Web Co-ordinator
* Write and distribute press releases
* **Membership Events**
* With the Project Manager, manage events and activities as they happen
* Act as the link to Regional Hubs
* Represent the CGS at a national & international level and in your own region

**Fundraising**

* Prepare and manage Fund Raising applications.
* Run Fund Raising activities
* Seek sponsorship for events and activities and publications
* Sell advertising when required

**Skills Required**

* Highly self-motivated and able to manage time effectively and multitask.
* Experience of Business Planning
* Experience of Managing people and events.
* Good communication skills, both verbal and written.
* Confident to speak in public
* Proficient in Word and Excel, access to the internet and experience of e-marketing and social networks.
* Must be able to work independently as well as part of a team with a strong attention to detail.
* An understanding of financial matters such as budgets and management accounts
* Experience of writing funding applications.
* An understanding of Charity governance.

**Place of Work**

The Administrator will work from their own base. They must be able to easily communicate with other members of the team via telephone or email as appropriate.

# **Fees**

# The post is for 12 months for 20 hours per week with an allowance of 3 weeks holiday leave plus all statutory Public Holidays.

CGS shall pay an annual fee of up to £22,100,monthly invoices stating hours worked shall be submitted to admin@cgs.org.uk for payment.

**Absence and Illness**

Administrator shall notify and keep CGS Chair fully informed of any illness which may affect the performance of their duties within this Job description.

 **Tax and National Insurance Contributions**

The Administrator warrants to CGS that they are Self Employed (i.e. an independent contractor) for all purposes of this Job and that all their remuneration under this job will be included in their profits chargeable to income tax under Schedule D.

**Expenses**

CGS shall (on presentation of invoices or other evidence of actual payment) reimburse the Administrator for any expenses which they are from time to time authorised by CGS to incur in the discharge of their duties under this Job description.

‘*While this is an accurate description of the job at present, because the job may be expected to develop over time, the job holder may be expected to assume different duties. These will be agreed with the jobholder in advance and will be within the scope of the job salary and the jobholder’s capabilities.’*

***“CGS is committed to equality of opportunity for all and positively values diversity.”***