

Social History Society

Administrator Role Description

Social History Society	<p>The Social History Society is a leading UK-based 'learned society' with a large membership and social media following. Its aims are:</p> <p>(a) to promote the research, teaching and dissemination of social and cultural history;</p> <p>(b) to create connections across and between those engaged in the above;</p> <p>(c) to issue <i>Cultural and Social History</i>, an academic journal;</p> <p>(d) to publish and sponsor other publications in the fields of social and cultural history;</p> <p>(e) to hold an annual conference and to hold or participate in any other conferences or meetings as may be deemed expedient in accordance with (a) and (b) above.</p>
Administrative Support Core roles	<p>The core roles of the Society's Administrator are:</p> <p>(a) to support the Society's members and ensure their needs are met;</p> <ul style="list-style-type: none">• To manage (via the Society's website and social media) members' information, services and benefits: joining, paying, renewing; applying for funding; accessing journals; voting in SHS ballots; SHS structure and info;• To manage (via the Society's website and social media) the annual conference and other events: call for papers; abstracts; notifications of outcomes; registration, payment; refunds; bursary applications; prizes• To liaise with the editors and publisher of the Society's journal <p>(b) to support the Society's Officers and committee – in particular:</p> <ul style="list-style-type: none">• To support the Officers by managing committee and other relevant meetings (scheduling; room booking; agenda, minutes, expenses)• To support the Treasurer in the management of the Society's accounts• To support the Communications Officer in the compilation and distribution of SHS bulletins and news.• To support the SHS conference team, book prize team and book series team <p>(c) to promote the Society's public and professional profile;</p>

	<ul style="list-style-type: none"> To manage enquiries from public and professional organisations and other ad hoc enquiries.
Essential and desirable qualities	<p>Essential</p> <ul style="list-style-type: none"> Able to manage the Society's website and social media platforms Competent user of Wordpress, Paypal, Eventbrite, Excel and similar Able to manage financial accounts Excellent communication skills and ability to work to deadlines <p>Desirable</p> <ul style="list-style-type: none"> A good understanding of the aims and purpose of the Society Previous experience of administrative tasks
Terms and conditions	<ul style="list-style-type: none"> This part-time post is offered as a 12 month fixed contract from 01 Oct 2019 to 30 Sept 2020. It is offered as a 0.2FTE (7.5 hours per week) at an hourly rate of £12.96 (Grade 5 administration post), rising to 15 hours per week in January-February (after the close of the call for papers for the annual conference) and in the 3 months prior to the annual conference (June); and 30 hours per week in the week of the annual conference. The person appointed will be based at the Society's office in the Department of History at the University of Lancaster during working hours. They will be line-managed by the Chair of the Society and will be self-employed. Full terms and conditions are set out in a contract.
Applications	To apply, please submit a CV and covering letter by Friday 16 th August 2019 by email to: Dr Georgina Brewis, Hon Secretary, Social History Society, g.brewis@ucl.ac.uk
Interviews	If you are selected for interview we will contact you via email and/or letter. Interviews will be conducted by the Social History Society at the University of Lancaster. The interview will take place on Tuesday 3 rd September 2019