

## **Job Description: National Historic Ships UK Administrative Officer**

**Main purpose of the job:** To provide effective support to the National Historic Ships UK office

**Responsible to:** National Historic Ships UK Resources Manager

### **Key Responsibilities:**

- To act as first point of public contact, taking messages for the team and acting as an intermediate contact point
- To provide initial responses to requests for advice and services, referring such requests on to the appropriate team member as necessary.
- To raise purchase orders as required.
- To organise appointments and maintain the National Historic Ships UK team and individual diaries
- To coordinate the production initial drafts of reports and correspondence as required, including Council of Experts and working group documentation
- To take minutes at meetings and ensure they are completed accurately within deadline
- To assist in the organisation of individual, volunteer, team, Council and Working group travel arrangements for meetings, field trips and vessel forums.
- To assist in the Historic Ships Registration process.
- To support the Director and Resources Manager in the National Historic Ships UK vessel grant programme and ensuring an up to date record is kept of all successful grants
- To liaise with members of the Council of experts and Working groups, circulating paperwork and email-based information within the organisation as required
- To assist in the maintenance of effective office administration systems, records, including confidential reports and papers
- To support any NHS-UK run events and administration associated with its Awards Programme
- To complete weekly sickness returns and maintain leave records.
- To carry out any other tasks commensurate with the level of the post that may need to be undertaken from time to time.

### **Skills and Experience:**

#### **Essential:**

- Strong interpersonal skills and a good telephone manner

- Good literacy skills
- Computer literate and demonstrable MS office and social media skills
- A team player with strong organisational skills
- Demonstrable administrative capability
- Meticulous attention to detail and the ability and flexibility to meet tight deadlines co-operatively

**Desirable:**

- Demonstrable interest in maritime heritage and conservation.
- Some experience helping to organise events.

**Terms and Conditions:**

The post holder will work 28 hours net per week, 9.00am to 5.00pm Tuesday to Friday. Flexibility and occasional overtime will be required. The occasional overnight stay may be required with this post.

**Salary:** £18,000 per annum, pro rata

**April 2019**