

## **Administrative Assistant**

**Salary** £18,000 - £20,000

**Benefits:** 15 days holiday, Contributory Workplace Pension scheme

**Reports to:** Executive Secretary for GA the Geologists' Association (GA) and Chair for Rockwatch (RW)

**Contract:** Part-time, permanent, office-based role (3 days/week – 2 days for GA and 1 day for RW)

**Location:** Burlington House, Piccadilly, London W1.

This role offers an exciting opportunity to be part of the Geologists' Association and Rockwatch (nationwide geology club for children), where you will play an important role in helping us to achieve our charitable objective of actively promoting the study of geology to all who are interested in the past, present, and future of the natural world. Founded in 1858 and based in Central London the Geologists' Association organises lectures, field trips, an Annual Conference, a public-facing Festival of Geology, a student symposium (GASS) and produces a range of publications as well as running a number of educational activities including Rockwatch, the UK's nationwide geology club for children.

The main purpose of the role is to provide administrative support for both GA and RW to ensure the smooth running of the teams and systems, duties will include but are not limited to:

- Provide excellent customer service to GA and RW members – dealing with queries and requests via email and telephone, memberships renewals and payments for membership fees
- Assist with the income/expenditure, inputting and updating databases (Excel and Access)
- General administration, including dealing with orders, payments, invoice records, assisting with annual accounts and tax reclaims, Gift Aid and VAT
- Assist with event organisation, including annual events and festivals, typically compiling attendee lists, sending out invitations, liaising with exhibitors, participants and other national geological societies
- Facilitating Zoom meetings for on-line lectures and meetings
- Familiarity with media content (Facebook and Twitter)
- Assist with the production and creation of posters for Rockwatch as and when needed.

We are looking for someone with:

- Strong written and verbal communication skills
- Solid interpersonal skills and a desire to show initiative
- Good attention to detail and ability to work to a high degree of accuracy
- A great team player
- Methodical and thorough approach to work
- Proficient in Microsoft Word (mail merge), Excel, CRM Databases. Knowledge of Mailchimp, Eventbrite, Social Media platforms and Adobe Photoshop and other creative software



- The successful candidate will be required to attend the annual conference and annual festival (weekends) and be able to work to 8.30pm for 9 Fridays a year for council meetings and lectures!
- If you are interested in working in a friendly and inclusive organisation which welcomes everyone and serves a wide range of people including professional geologists, amateur enthusiasts and children and you fit the role we would love to hear from you!
- Whilst an understanding or interest in geology would be beneficial, it is not essential for this role
- Experience in book keeping would also be beneficial, but not essential

To apply for this position, please provide a summary of why you are interested in this role and forward this with your CV to [claire.stevens@hunter-merrifield.com](mailto:claire.stevens@hunter-merrifield.com)

**Closing Date March 25<sup>th</sup>**

