



ADMINISTRATOR - JOB DESCRIPTION

Job Title	Administrator
Organisation	Living Archive MK
Salary	£19,000 per annum (pro rata)
Hours of work	18 hours per week. Monday – Thursday 9.30am – 2.00pm
Job location	Milton Keynes Museum, Wolverton

Main Purpose: To act as the Administrator for Living Archive Milton Keynes. Besides the normal duties involved in helping an organisation run smoothly, the Administrator will have responsibility for administering finance, marketing Living Archive's products and activities, and communicating with supporters of the organisation.

Key Tasks:

General administrative support

- Answer telephone enquires
- Replenish office stationery
- General archiving duties – sorting and tidying, accepting new material
- Assist volunteers and allocate relevant tasks
- Assist with archive research
- Assist with any other appropriate duties as required by the General Manager

Marketing the Living Archive

- Promoting LAMK products via social media and the local media
- Dealing with sales of LAMK products, including liaison with outlets, processing orders
- Updating our website
- Promoting LAMK through Facebook, Twitter and e-newsletters, and building our supporter base through those channels
- Maintaining our database of supporters

Administering and updating day-to-day finances:

- Update project budgets
- Bank deposits and deal with petty cash
- Reconcile monthly bank statements
- Send out and pay invoices
- Process online sales
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Administering monthly/ quarterly records

- Renew insurances, licences, memberships etc. as required
- Prepare Board papers, attend Board meetings and record minutes as requested
- File Board Minutes and Sub-Committee Notes for the Company Register

Collate information for annual accounts

- Keep accurate records to present to the Accountant
- Complete Annual Return for Companies House and Charity Commission
- Keep updated Trustee details for both Companies House and the Charity Commission

Person specification

Essential criteria

- Experience of working in a similar role
- Excellent organisational skills and attention to detail
- Sound budget management skills
- Knowledge of using social media
- Strong communication skills - both written and verbal
- Strong interpersonal skills with the ability to develop effective relationships at all levels
- Excellent IT skills particularly Microsoft Excel
- A keen interest in local history
- A positive attitude
- A team player

Desirable criteria

- Experience of working with volunteers
- Experience of using Wordpress, Mailchimp and Eventbrite software
- Ability to be flexible and adaptable

Background on Living Archive

The work of Living Archive Milton Keynes is based on a fundamental belief:

Everybody has a story to tell

For over 30 years we have been collecting primary source evidence of life in the Milton Keynes area. We currently hold over 2000 hours of oral history interviews, over 500,000 images, 500 hours of film and many contemporary diaries, letters, journals, logs and company papers dating back to the mid-19th century. These have inspired creative activities that have acted as a focus for community celebration and pride – documentary plays, community heritage books, education packs, original songs, multi-media exhibitions, websites, videos, DVDs and films. Previously archival material has been a by-product of our activities rather than the core. Now based at Milton Keynes Museum, Living Archive recognises in its business plan that this huge archive is potentially a great resource for education and understanding. For more information visit our website: www.livingarchive.org.uk

Please send a current CV and letter of application stating details of your relevant experience to admin@livingarchive.org.uk

Closing date is Friday 27th October.