



ADMINISTRATOR

JOB DETAILS

EMPLOYER:	Alfred Gillett Trust (Charity Number 1165528)
JOB TITLE:	Administrator
JOB FAMILY:	Administration
GRADE:	A2
CONTRACT TYPE:	Permanent
SALARY:	£22,500 pro rata
HOURS:	25 hours per week (Flexi System/TOIL for evening/weekend, Bank Holiday work) - Over a 4 or 5 day working week
LOCATION:	Street, Somerset and AGT off-site stores
REPORTS TO:	Office Manager
ACCOUNTABLE TO:	Director
DATE IMPLEMENTED:	2023

ABOUT THE ALFRED GILLETT TRUST

The Alfred Gillett Trust was established as a charitable entity in 2002 to preserve the heritage collections of C & J Clark International Ltd., the global footwear manufacturer, and the Clark Family who established the company in 1825. Our collections represent one of the most preeminent corporate collections in the world, comprising material which illustrates the outputs of almost two centuries of shoemaking and testifies to the charitable and political interests of the Quaker Family who founded the firm.

We are the custodian of a Grade II Listed Building, the Grange, in the village of Street, Somerset and hold approximately 150,000 historical items in the collection, ranging from an internationally significant collection of fossil Ichthyosaurs discovered in Street, to the personal stories of a family's involvement in the Suffrage Movement and Abolitionism, as well as around 25,000 shoes, the machines that made them and the marketing or Point of Sale items that made Clarks an internationally recognised brand.

We are an active archive providing heritage and research services to Clarks company, academics and the public; are developing an education and events programme; and provide space for hire. We will open a new museum in 2025, celebrating the 200th anniversary of the founding of the company, providing purpose-built galleries celebrating the development of Street as a company village, the footwear industry that developed within it, and its rise as a global phenomenon celebrated across the world.

VALUES

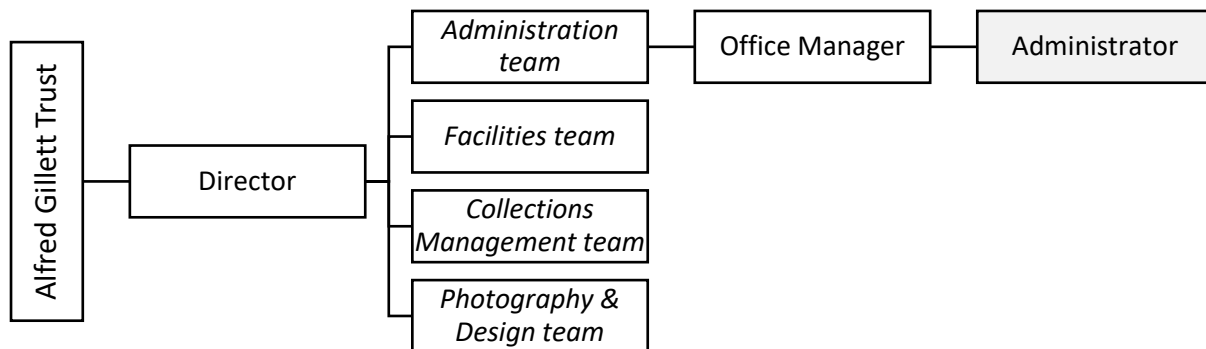
Our vision is to inspire the world with the family and community stories behind Clarks shoes. Our mission is to provide engaging spaces for developing and sharing stories of the collections we care for. Our values guide the manner in which we work and function as an ethical compass:

- Inclusion: everyone feels welcome
- Learning: inspiring curiosity
- Collaboration: maximising potential
- Sustainability: optimising opportunities

ABOUT THE ROLE

You will work as part of the Administration team, who are responsible for organising and coordinating the Trust's operations and facilities including office administration, finance, facilities, HR, H&S, events, room hire, marketing and contractor liaison. You will carry out a range of duties which contribute to the administration and financial management of the Trust, our plans for future development and the support of its staff and services.

ORGANISATIONAL STRUCTURE



RESPONSIBILITIES AND DUTIES

- Supporting the Senior Management Team and bookkeeper in their duties;
- Data entry, retrieval and database management;
- Scheduling meetings and ensuring rooms are prepared and resourced;
- Managing the on-line calendar and booking system;
- Taking minutes and producing reports;
- Managing the paper and digital filing systems;
- Ordering equipment, liaising with suppliers, and managing supplies;
- Undertaking support functions across visitor services, education and outreach;
- Supervisory responsibilities for volunteers and/or freelance staff;
- Answering and directing enquiries and correspondence as appropriate;
- Fulfilling reception and stewarding duties;
- Greeting and directing visitors, in accordance with Health and Safety procedures;
- Co-ordinating room hire and ensuring facilities are prepared and resourced;
- Assisting the Office Manager in keeping the website and social media channels up to date;
- Performing duties or tasks as may be reasonably requested by the Trust from time to time;
- Acting as a key-holder for the Grange following a probation period;
- Support staff and volunteers in the implementation of the Trust's Strategic and Forward Plan.

PERSON SPECIFICATION

PROFESSIONAL KNOWLEDGE

- Good level of professional competence in administration;
- Excellent numerical and literary skills with a good attention to detail;
- Strong knowledge and experience of MS Office and office management software;
- Excellent IT skills and a thorough understanding of websites and social media;
- Familiarity with office management procedures.

MANAGEMENT OF RESOURCES

- Excellent organisational skills and a methodical approach;
- Experience handling cash and processing payments;
- Ability to manage pressure and conflicting demands and prioritise tasks and workload;
- Experience managing equipment and resources.

DECISION MAKING AND INFLUENCE

- Good negotiation and influencing skills;
- Ability to plan your own work, work on your own initiative and meet deadlines;
- Ability to deliver on short-term targets through an established work programme;

COMMUNICATION AND NETWORKING

- Good communication and interpersonal abilities;
- Ability to work as part of a team and provide public-facing services;
- Ability to create reports and presentations for a range of audiences;
- Ability to represent the organisation externally.

BENEFITS

- Company Pension up to 10%
- Free car parking
- 25 days holiday (pro rata) plus bank holidays
- Additional day off on your birthday
- Enhanced sick pay scheme
- Continued professional development support
- Employee assistance programme
- Access to discounts
- Flexi time scheme