

OFFICE AND FACILITIES ASSISTANT
Job Description and Person
Specification



Background

The Linnean Society of London is seeking to appoint a well-organised, reliable individual to the Office team. The role includes welcoming visitors to the premises, answering enquiries, organising room hire, facilitating conferences and meetings (including the presentation of refreshments) and providing administrative support in the office.

The role is a full-time position; occasional evening and weekend work will be required.

Structure

The Society is governed by a Council of 20 Members, including six Honorary Officers: President, Treasurer, and the Botanical, Zoological, Editorial and Collections Secretaries.

The governance of The Linnean Society is set out in the Charters and Bye-Laws.

The Council is advised by a wide range of Committees. The membership of these committees is not confined to Fellows, and scientists and experts of all disciplines assist the work of the Society by freely and readily making their services available.

The Society aims to maintain a balance between the two main branches of biology so by convention the Presidency alternates between a zoologist and a botanist, as do several of the Society's prizes.

The Society is staffed by a small team (10 individuals) led by the Executive Secretary. The role holder will share an office with the Office and Buildings Manager (to whom they will report) and the Communications Manager.

Responsibilities of the post

The overall responsibility is to deal with general office enquiries, including room hire bookings. The role holder will also be responsible for presenting all room hire refreshments for day and evening meetings across the four floors of the Society's premises.

Key Tasks and Activities

- **General Office Enquiries:**
 - To assist with general office enquiries, welcome all visitors to the Society
 - To answer telephone and e-mail enquiries, and control and maintain records for the sale of merchandise.

- **Room Hire:**
 - To assist the Office and Buildings Manager in the hire of the Society's rooms, deal with initial enquiries, confirm bookings and liaise with room-hire clients.
 - To provide pre-hire room set-up and post hire room clearance which includes escorting visitors to the correct location, tailoring room layouts and tidying rooms after use.
- **Facilitating Meetings:**
 - To present all room hire refreshments for day and evening meetings; this includes ordering and receiving catering deliveries, checking catering stock and maintaining full supplies, preparing hot and cold drinks for breaks and lunches, washing glasses and clearing-up after groups, keeping kitchen areas clean and tidy.
 - To assist speakers and visitors at the Society's evening meetings
- **Membership**
 - To collate and distribute membership application packs and membership literature for elected Fellows.
- **General administrative tasks**
 - To monitor and maintain office and stationery supplies
 - To process and distribute the daily post to appropriate staff
 - To assist the Financial Controller with the administration of petty cash expenditure, including the completion of monthly spreadsheets.
 - To assist the Financial Controller and Executive Secretary with filing and other administrative tasks.
 - To manage the office recycling system.

Other responsibilities

The Linnean Society is staffed by a small team. Hence it is essential that the role holder is prepared to work collaboratively with other staff, to attend regular team meetings and contribute to helping other team members with tasks when required.

The role holder will be required to work outside of normal hours (usually Thursday evenings and occasional Saturdays).

Person Specification

ESSENTIAL skills, knowledge and experience

Maths and English GCSE or equivalent qualifications
Experience of room hire and customer service
Experience of working in an office environment
Ability to organise and prioritise own workload
Excellent written and oral communication skills
Excellent IT skills

DESIRABLE skills, knowledge and experience

A-levels or equivalent qualifications
Knowledge of events management

ESSENTIAL Personal Qualities

Able to relate positively to staff, Fellows, and room hire users and to work both as part of a team and independently.

Be thorough, accurate, attentive to detail and deal patiently with enquiries and requests.

Motivated, enthusiastic and flexible approach to tasks.

In addition, all employees are expected to work within the terms of their contract of employment and adhere to the Society's policies

Terms and Conditions

The post will be based at the Linnean Society of London in Piccadilly.

This is a permanent post with a 6-month probationary period.

Office hours are 9.30am - 5.30pm; some evening work will be required

The salary will be £17500-£18500 depending on qualifications and experience.

The role holder will be entitled to 25 days leave plus statutory bank holidays.

The role holder will be responsible to the Office and Buildings Manager.

APPLICATION

Application is by CV (no more than 2 pages) with a covering letter to:

Ms Victoria Smith

The Linnean Society of London, Burlington House, Piccadilly, London, W1J 0BF

Closing date for applications is 16th November 2009 with interviews held on 26th November 2009.

Applicants need to show evidence that they have the right to work in the UK.

The Society strives to be an equal opportunities employer