

Office Assistant (Part-time) 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, assisting with room hire (including the serving of refreshments) and providing administrative support in the office.

The role is a part-time position, (3-days a week); occasional evening 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 (11 individuals) led by the Executive Secretary to whom the role holder will report. The role holder will share an office with the Office and Buildings Manager 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

- To assist with general office enquiries, welcome all visitors to the Society and ensure they sign in and out of the building.
- To answer telephone and e-mail enquiries, and control and maintain records for the sale of merchandise.
- 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.
- To present all room hire refreshments for day and evening meetings; this includes 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 with general administrative tasks including the collation of membership application packs, monitoring stock and maintaining all office supplies.
- To process the daily post and distribute in-coming post to appropriate staff.
- To assist the Finance Officer and Executive Secretary with filing, manage the office recycling system and assist speakers and visitors at the Society's Evening Meetings.

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

Required skills, knowledge and experience

Maths and English GCSE or equivalent qualifications
Excellent IT skills – databases and spreadsheets (Access and Excel)
Ability to organise and prioritise own workload
Good standard of written and spoken English

Desirable skills, knowledge and experience

A-levels or equivalent qualifications

Personal Qualities

Able to relate positively to staff, Fellows, 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 working 3 days a week (21 hours) with a 6-month probationary period.

Office hours are 9.30am - 5.30pm; evening work will be required for events when the working day will be 12.30pm-8.30pm.

The salary will be £10500-£11500 depending on qualifications and experience.

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

The role holder will be responsible to the Executive Secretary.