

Post: Administrator Officer – Job Description

Organisation: The Highlanders' Museum (Queen's Own Highlanders Collection)

Contract: Full Time

Reporting to: General Manager

Location: The Highlanders' Museum (THM), Fort George, Near Inverness

Background

The Museum is a 5 Star rated Visit Scotland attraction and is housed within Fort George, itself a tourist attraction which is operated by Historic Environment Scotland (HES). The Museum houses the collection of The Queen's Own Highlanders (Seaforth and Camerons), which has been recognised as Nationally Significant to Scotland.

Job Summary

The Administrator Officer is responsible for the administration of THM Ltd, ensuring the General Manager receives a high level of administrative support to maintain the commercial success of THM. This will entail undertaking many different tasks; from marketing and PR to event co-ordination, assistance in preparing funding applications and assisting in the bookkeeping functions within Sage 50 Accounts. Excellent communication skills are key to this position as there is a requirement to liaise with outside agencies.

Responsibilities and Duties

- Marketing and PR (including social media, website updates and press releases).
- Assist with the preparation and manage funding applications for various Museum projects.
- Assistant Events Co-ordinator.
- Bookkeeping, Staff Rota's and managing staff leave.
- Weekend working on a rotational basis as necessary with a TOIL day given later
- Regular liaison with the Front of House Manager in relation to monitoring sales figures, Visitor numbers, demographics and new product lines.
- Assist General Manager as/when required

Essential and desirable criteria

Essential:

- Administrative experience
- Basic working knowledge of the Microsoft Office suite.
- Good working knowledge of the accounts management system SAGE 50 Accounts.
- Experience of EPOS system
- Experience of basic book-keeping within Sage accounting system
- Knowledge of social media platforms and marketing/PR opportunities

Desirable:

- Excellent communication skills.
- Ability to work independently, under supervision and as part of a team as required
- Willingness to assist and support with any other tasks required by the General Manager