

## Governance Administrator



In 2017, **The Postal Museum** opened a new heritage attraction in Central London, with two experiences in one. Alongside the story of British social and communications history, we offer a subterranean ride on the old Post Office Underground Railway – **Mail Rail**. This new museum and attraction enables us to showcase the extraordinary stories from five centuries of one of the country's most iconic services, grow our educational charity work and fundamentally changed the way the organisation engages with its audiences. The Postal Museum welcomes over 180,000 visitors a year, along with a further 400,000 through our public events programme, digital and outreach offers. The Postal Museum represents a significant addition to London's cultural landscape.

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**Based:** Central London

**Salary:** £7,800 p.a. (£26,000 full time rate)

**Hours:** Part time 1.5 days / 10.5 hours p.w. including occasional evening work

**Reports to:** Head of Finance

**Contract:** Permanent

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### PURPOSE OF THE ROLE

This role is vital to the smooth operation of the governance of The Postal Museum. The postholder will attend / support formal meetings, ensure papers are stored and brought forward appropriately, and take minutes at meetings. In addition to meetings, there is associated email and related correspondence. The CEO may from time to time call on the post holder for administrative support.

The post-holder has direct responsibility for ensuring that the conduct of their assigned work proceeds smoothly. The CEO, office-holders, chairs, members and senior managers must be able to have a high level of confidence in the post-holder personally.

Please note that formal minuted meetings usually take place from late afternoon, finishing in the early evening. The dates of these meetings are always known well in advance.

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### PERSON SPECIFICATION

#### EXPERIENCE / SKILLS

- Experience of minute taking and servicing formal meetings e.g. Board and Committee meetings
- Ability to understand the issues under discussion

- Experience of diarising, organising, bringing forward and circulating papers for meetings.
- Excellent time management skills and the ability to work flexibly
- Excellent interpersonal skills and the ability to deal with sometimes demanding individuals and competing priorities
- Experience of working independently and to a high standard
- Experience of administrative record keeping, processes and accountability
- Respect for confidentiality and ability to handle strictly confidential data appropriately
- Experience of proof reading materials with a high level of attention to detail

**(Desirable criteria)**

- Relevant administration qualification
- Some knowledge of working in a similar organisation or setting

**PERSON**

- Highly organised 'can-do' approach to work
- Ability to interact appropriately and politely with a wide variety of people from different backgrounds
- Highly professional manner, whilst being approachable and personable

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**JOB DESCRIPTION**

Key Responsibilities and Duties

Duties include administration, ensuring regulatory requirements are adhered to, involving safekeeping of records, organising and taking minutes at formal meetings. This includes the following:

Trustee Support

- Support the CEO and Head of Finance with Governance responsibilities
- Organise AGM's internal/external meetings and related administration including travel arrangements.
- Prepare agendas and papers in good time, and circulate to internal and external attendees.
- Assist with Board of Trustee meetings and Board related administration and compliance.
- Draft internal and external correspondence on behalf of the Executive team and Trustees.
- Assist with tasks such as document preparation, research and presentation preparation
- Coordinate new Trustees inductions and training
- Annual diary management for meetings.
- Ensure filing and other administrative records are comprehensive and kept in good order.
- Take minutes of meetings and type up ensuring a high degree of accuracy.

**WORKING HOURS**

The working hours shall be 10.5 per week, excluding meal breaks. There is some flexibility as to how the working time is arranged over the week, but the post holder must be available for formal meetings (Boards and Committees) where minutes will be taken. Dates are arranged well in advance. Currently some meetings are held in the early evening but this may change to day-time only.

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**TO APPLY: Please send your CV and covering letter to [hr@postalmuseum.org](mailto:hr@postalmuseum.org)**

**CLOSING DATE: 3 September 2018, 9am**

**INTERVIEWS: w/c 10 September 2018**