

Job Description

Part-Time Administrator/PA to Festival Director

Employer: Hampshire History Trust (charity number: 1191377)

Location: mainly working from home, but will need to be able to attend meetings in the Winchester area from time to time

Hours: 6-8 hours per week

Contract: this is a temporary contract which will run to the end of October 2023, with the possibility of that this could be extended if the charity has the funding available

Salary: up to £12 per hour

Hampshire History Trust is seeking a part-time administrator to support the Festival Director in delivering the annual Winchester Heritage Open Days festival.

Hampshire History Trust is a voluntary organisation committed to community participation in history and heritage. It offers free or low-cost history and educational projects, including its own podcast channel, and organises and promotes a programme of free events for the festival every September across the county. For more information, visit www.hampshirehistorytrust.com.

This role will provide excellent administrative support to the Festival Director (a trustee and volunteer), working closely with them and providing them with regular updates. It is a key role in ensuring the festival delivers on its aims and for audiences.

Tasks include:

- Managing all electronic files and email accounts for Festival and Hampshire History Trust
- Monitoring incoming emails and liaising as needed with identified event organisers. This may include responding to their queries and sending reminders about key deadlines in the festival cycle
- To project manage the work of festival volunteers who will be supporting this role with administrative tasks, working behind the scenes. This may require training volunteers in particular tasks, IT, and software systems.
- To ensure work is completed on the following tasks:
 - uploading of events to the website
 - sending out monthly newsletters via MailChimp to our mailing list of supporters, and regular updates to festival organisers
 - updating the organisers database with contact details and new entries
 - checking venue availability, facilities and booking fees
 - collecting data and feedback to support our festival analysis
 - website management
- Assisting the Festival Director with the organisation of the Festival Launch and any fundraising events, which may involve seeking out and booking venues and speakers, helping with promotion, setting up and overseeing ticket sales, and contacting volunteer stewards
- Other day to day tasks to ensure the smooth running of and delivery of the festival

- Post festival evaluation and review

Experience and requirements:

- Positive, enthusiastic, and well-motivated individual with excellent organisational skills and an ability to manage priorities and meet deadlines
- Good literacy and communication skills
- Good IT skills including high level of competence with Microsoft Office products. A knowledge of MailChimp and Squarespace is desirable, although training can be provided
- Good attention to detail
- Polite, professional, with an ability and willingness to work alongside people of all levels.

Application process:

- As the festival process will start soon, we are looking for applicants who are available immediately
- The closing date for applications is 20th February 2023
- Interviews will be held by 10th March
- The successful candidate will be expected to provide the details of 2 people who can provide references for them
- **To apply, please send an email to info@hampshirehistorytrust.com. In the email, you should:**
 - **Tell us why you would like to apply for this role;**
 - **Tell us about any relevant qualifications and/or experience you may have;**
 - **Attach a copy of your CV (as a Word or PDF document).**