

## THE TRUST

### ADMINISTRATOR

#### Role of the Administrator:

- to manage and be responsible for The Trust office and the records stored there;
- to provide effective and efficient administrative support and guidance to the Chairman of The Trust, the Honorary Treasurer, Book-keeper and when required the Chairmen of Teams;
- to manage membership services and The Trust's website;
- to help promote the interests of The Trust wherever practical.

#### Administrator's Job Description:

- manage the day-to-day running of The Trust office;
- provide secretarial support to the Chairman as required;
- arrange, attend and minute the Executive Committee meetings in liaison with the Chairman;
- provide administrative support for the AGM, in consultation with the Chairman and with assistance from the Events Team;
- to ensure that brief biographies of Trustees are kept up-to-date;
- pay invoices and expenses claims, liaising with the Honorary Treasurer and/or Book-keeper as necessary;
- process membership applications, membership services and manage the membership database; ensure that yearly payments are recorded and gift aid is submitted to the tax office;
- liaise with The Gardens Trust (TGT) to maintain insurance cover for The Trust and the Association of Friends' members;
- manage The Trust website and ensure it is up-to-date;
- liaise with the Events Team; produce and distribute bi-annual Events Listing publications, Events tickets and directions;
- assist in the production and distribution of newsletters (using MS Publisher) and any other publications as agreed by the Executive Committee;
- disseminate information received in the office to the appropriate Committee, Team or member;
- liaise with the Association of Friends, attend their bi-annual meetings, take minutes;
- disseminate information from TGT and other County Gardens Trusts to Committee members as appropriate;
- receive in the office all Team Minutes; records of projects in which the Conservation and Development and Education Teams are involved, and completed reports compiled by members of the Research Group; ensure that this archive is maintained, indexed and accessible electronically;
- ensure there is a protocol for regular back-ups of electronic records, on a hard drive and remotely (cloud).

**Note:** at the date of this document the Administrator was providing administrative support to the Events team (attending team meetings, preparing minutes, assisting with events). These

duties should fall to the Events chairman and not be considered a permanent part of the Administrator's Job Description.

### **Qualities**

- Be able to work largely on his/her own and deal with most situations including IT problems.
- Be diligent and accurate in dealing with the work.
- Good communication and interpersonal skills.
- Good knowledge and understanding of various computerised packages.
- Good minute taking ability.
- Be prepared to make suggestions to improve the administrative facility.