

St Albans Museums and Galleries Trust

Trust Administrator – Job Description

Please note this is an unpaid, voluntary role

Trust meetings (roughly quarterly)

- Agree agenda with Chair
- Send out agenda and papers
- Take minutes of meeting, write up and distribute
- Follow up on actions
- Organise meeting room

Trust desk at Verulamium Museum

- Visit regularly – once a week or more if a fundraising campaign generates a lot of post
- Open and deal with post
- File important stuff in Trust files

Money

- Process cheques coming in
- Collect and count money from donation boxes at SMG and Verulamium regularly (currently fortnightly at SMG and roughly monthly at Verulamium and record)
- Pay cash and cheques into bank and inform relevant people
- Process CAF cheques and similar

Email

- Monitor Trust Admin email account regularly (daily)
- Deal with incoming emails appropriately (ie forward to relevant person, respond direct, delete junk)

Correspondence

- Write thank you letters as appropriate (generally for money received)
- Keep notepaper template updated and distribute as required

Voicemail

- Forward emails about voicemail messages to fundraising assistant for checking

Facebook

- Additional administrator of Facebook page and occasionally respond to queries

Financial

- Liaise with SADC financial staff over various financial matters including monthly reconciliation of bank account; issue of cheques for expenses; small gift aid claims on donations
- Organise payments of invoices for memberships, supplies etc. including seeking authorisation

Insurance

- Liaison with insurance company over terms of policy and arrange payment of premium

Trustees

- Maintain trustee appointment list
- Organise paperwork for new trustees

- Inform Charity Commission of changes
- Skills audit and workload division
- Monitor relevant organisations for training opportunities and encourage attendance by trustees
- Keep copies of policies for distribution to new trustees

Fundraising and other events

- Organise rotas
- Participate as required

Other

- Liaise with outside organisations such as Community Central, Herts Agricultural Society, etc

The current Trust Administrator does the following due to her background, so not necessarily to be done by a future Trust Administrator

- General support on governance especially to Chair
- Policies
- Data protection
- Legal agreements

Here are some things that could be done by the Trust Administrator but which are currently done by others:

- Media – liaison with local press
- Social media – Currently Facebook and Twitter
- Website administration
- Advantage database updating and maintenance
- Newsletters via MailChimp