

## **THE ROYAL HIGH SCHOOL PRESERVATION TRUST**

### **JOB DESCRIPTION: ADMINISTRATOR**

Line Management: Operations Manager  
Location – Hybrid: Edinburgh City Centre/Home-working  
Contract: Fixed term contract for 23 months, potential for extension/transition into a full-time, permanent venue role  
Salary: £25,000 to £30,000– depending on experience.

### **About us**

The Royal High School Preservation Trust was formed in 2015 to conserve the history and heritage of the former Royal High School, in Edinburgh, for cultural and community benefit commensurate with the building's history and Category A-listed and UNESCO World Heritage status.

This project, in a truly awe-inspiring location, will restore Thomas Hamilton's masterpiece, which has been dormant for over 50 years, to its rightful place at the centre of our capital city's cultural life.

A new cultural destination in the heart of Edinburgh with regular public events and performances, community outreach programmes, public access to viewing areas and gardens, and exciting new festival venues will transform Calton Hill into a vibrant and inclusive environment that will creatively inspire and engage residents and visitors alike.

You can read more on our website: [Royal High School Preservation Trust | Preserving Scotland's Heritage \(rhspt.org\)](https://www.rhspt.org)

## **The role**

The primary role of the Administrator is to provide a full range of administrative duties and support to the Royal High School Preservation Trust and the National Centre for Music (NCM) project. To develop a framework for the Trust's administration and support the Operations Manager with the implementation of policies and procedures that will enable the Trust to achieve its objectives and ensure the efficient running of all its activities.

This role calls for excellent administrative and organisational skills, with the ability to prioritise the workload to meet deadlines and excellent interpersonal and communication skills. The Administrator will possess a creative mind and be able to think innovatively to solve problems and operate at a fast pace whilst ensuring accuracy. This will be demonstrated by the ability to take initiative and work independently. A capability to manage changing priorities and work to tight deadlines is also desired. As we are a small team, working on an exciting regeneration project, there will be a requirement for the team to be able to respond to the different phases of the project and thus an ability to adapt to changing priorities will be essential.

## **Essential requirements/skills**

- Administration experience within an office environment including calendar management and scheduling
- IT literate in Microsoft Office 365/Excel/SharePoint.
- Good communication skills – verbal/written
- Experience in taking minutes

- Good numeracy skills
- Ability to coordinate and organise events
- Good analyses and problem-solving ability
- Good organisation skills, attention to detail
- Self-motivated and able to work under pressure and to meet deadlines
- Discretion, reliability and trustworthy
- Experience with Canva and Campaign Monitor (not essential)
- Experience with databases (not essential)
- Ability to work remotely and be able to attend weekly team meetings in Edinburgh

### **Main Responsibilities**

- Provide a full range of administrative duties and support to ensure the smooth running of RHSPT and to support the Board and Executive Team to deliver the NCM Project.
- Provide administrative support to the Chair of the Board and Executive Director to enable the smooth running of Board meetings including diary management, booking meeting rooms, circulating Board packs and agendas, issuing email invites and online meeting links, organising refreshments, taking minutes at the meeting etc.
- Work with the Operations Manager to provide HR administration support including holiday and absence logging, induction packs and meetings and ensuring all processes and contracts are up to date.
- Provide IT support and be the first point of contact for our IT consultants, CMYK. Including set up of email accounts, email signatures and access to SharePoint and Zoom.
- Procure all approved IT and stationary requirements including laptops, printers, phones etc and keep an up-to-date inventory across the staff and Trustee base. Work with the Operations Manager to review procurement/lease options to provide best value for money.

- Help to arrange and co-ordinate meetings for the Executive Team, as necessary.
- Help organise and prepare for fundraising and stakeholder events including visits to the Royal High School site; liaising with on-site contractors/architects and providing PPE and all Health and Safety requirements.
- Working with the Development Director to ensure the supporter and stakeholder databases are up to date and comply with GDPR guidelines and our policies.
- Working with the Operations Manager to ensure all policies are up to date.
- Manage simple website updates and ensure enquiries coming via the website are dealt with by the appropriate person.
- Ensure the photography library is up to date and that all usage approvals have been established and photographer credits are correct.
- Help the Operations Manager with the set-up and office move to any new locations and be the initial point of contact with shared office space administrators.
- Ensure that key information is communicated, using appropriate methods, to relevant colleagues promptly.
- Carry out other tasks within the role's scope, spirit and purpose.

**Key contacts/relationships – The key relationships will be with the RHSPT/NCM team, specifically the Operations Manager, Development Director and Executive Director. Liasing with the Board of Trustees and the external Project Team will be necessary.**

Further information can be found on our website [Royal High School Preservation Trust | Preserving Scotland's Heritage \(rhspt.org\)](https://www.rhspt.org)

## **Equality, Diversity & Inclusion**

We encourage applicants from all backgrounds, and welcome applications from those facing barriers to employment, people living with a disability, people from an ethnically diverse background and those who identify as LGBTQI+.

## **Application Process**

To apply please send a CV and short Covering Letter outlining your suitability for the role, to [beverley@rhspt.org](mailto:beverley@rhspt.org)

## **Closing Date**

Tuesday 16 April 2024

Interviews will be held in person w/c 22 and 29 April 2024