

# Northamptonshire Family History Society

## Role Description: Administration Officer/Secretary

**Job Title:** Administration Officer/Secretary

**Location:** Working from Home

**Reports to:** Chair/Executive Committee

### Position Overview:

The Administration Officer will play a key role in ensuring the smooth and efficient operation of day-to-day activities of the Northamptonshire Family History Society. You will act as the central point of contact for internal and external communication. You will work closely with the Chair to support the overall work of the Society including coordinating events and meetings and liaising with other trustees and volunteers.

### Key Responsibilities:

#### 1 Administrative Support:

- Manage correspondence, both internal and external, including emails and letters, and redirect to the relevant person(s) where necessary.

#### 2 Organisational Tasks:

- Coordinate and schedule committee meetings, ensuring all necessary materials and information are provided in advance.
- Assist, and work with the Chair and Events & Outreach Officer, in the planning and execution of the Society's own events including workshops, surgeries and conferences as required.
- Ensure the timely publication of newsletters, reports, and updates to members. Working with the Webmaster ensure the Society website including meeting, guides and resources is kept up to date.
- Ensure relevant information, where applicable, is publicised in the monthly e-newsletters, quarterly journal, Federation bulletins, Northamptonshire Heritage Forum newsletters and elsewhere as required.
- Liaise as required with other Society officers, trustees and volunteers.

#### 3 Communication:

- Serve as a primary point of contact between the Society, its members, and external organisations and partners. Key external contacts will include other family history groups, the Family History Federation, Northamptonshire Heritage Forum, Northamptonshire Archives and the Charity Commission. Input will also come from other Officers or Trustees as appropriate.

#### 4 Governance & Compliance:

- Support the Executive Committee in governance matters and help ensure adherence to the Society's constitution and policies.
- Organise and attend Committee Meetings up to 6 times per year, in liaison with the Chair.

Committee Meetings are held every two months alternating between in-person and online via zoom.

- Organise and attend the Society's Annual General Meeting, as well as any Special General Meetings that might be required, in liaison with the Chair.
- Ensure annual maintenance and checking of electrical equipment is undertaken.

## **5 Membership Engagement:**

- Foster strong relationships with current members, as well as with branches, and encourage membership growth through outreach efforts.

## **Desirable Experience:**

- A strong passion for family history research and genealogy
- Strong organisational and problem-solving skills.
- Experience of committee work and procedures and knowledge of Charity Commission rules and regulations.
- Experience in event planning.
- Proficient in Microsoft Office Suite and general office software.
- Access at home to the internet
- Ability to work independently as well as part of a team, demonstrating flexibility and adaptability.

## **Other Aspects:**

This is a volunteer position and unremunerated.

The role involves working closely with the Chair, Vice Chair, and Treasurer.

Reasonable expenses may be claimed for expenditure incurred on Society business.

## **If Interested:**

Please get in touch via [info@northant-fhs.org](mailto:info@northant-fhs.org) giving as much information as possible.

All expressions of interests will be acknowledged.