

## Classical Association Secretary

<b>Job Title:</b>	Secretary of the Classical Association
<b>Reports to:</b>	Honorary Secretary of the Classical Association
<b>Salary:</b>	£43,220 (Level 8 Point 37 of the University of London academic-related pay scale) + pension + generous leave entitlement
<b>Working hours:</b>	37 per week
<b>Location:</b>	Watford (The Classical Association, Park House, 15-23 Greenhill Crescent, WATFORD WD18 8PH)
<b>Website:</b>	<a href="http://classicalassociation.org/">http://classicalassociation.org/</a>
<b>Closing date:</b>	Noon on 31 May 2018
<b>Recruitment contact:</b>	Dr Emma Stafford

### Summary

The Classical Association is looking to appoint a new Classical Association Secretary to perform the day-to-day running of this UK charity, whose remit is to promote access to the study of the classical world. As Secretary of the Classical Association you will be responsible for a number of areas of the organisation's functions:

- **Membership:** Annual subscription renewals (mostly direct debit) and reminders; updating the database for new members, changes of address, changes of publication; sending out new membership packs; agreeing print runs for membership publications and providing addresses to printers and CUP; dealing with sundry membership queries.
- **Finance:** Day-to-day bookkeeping; invoicing/paying bills/grants/expenses/honoraria; VAT returns; compiling annual accounts (using Sage Line 50); preparing periodic management accounting reports.
- **Governance:** Servicing meetings; maintaining archives; policy and compliance (e.g. data protection); reporting (e.g. charity commission returns, publishing accounts/trustees report).
- **Conference:** Advising the conference administrators on practical aspects of a CA conference; administering conference bursaries.
- **Supporting teachers:** Maintaining up-to-date information on teaching classics in schools and available sources of support; liaising with the CA Teaching Board to develop the association's work in this area.

### FURTHER PARTICULARS

#### i) Detailed job description

##### 1) General

\* The postholder will carry a responsibility to the CA Council for maintaining all activities and in particular for the efficient administration of day-to-day affairs, financial and otherwise. He/she will therefore work with a considerable degree of independence, within a framework approved by the Council, and will be expected to exercise judgement and anticipation in dealing with their business, and to operate to deadlines while handling a varied and

substantial workload. An ability to develop a detailed understanding of the aims, workings and culture of the association will be required.

\* The postholder will manage the CA office in Watford and will function as the principal executive officer of the association, while maintaining links with the administrative officers of the Society for the Promotion of Hellenic Studies, the Society for the Promotion of Roman Studies and the Institute of Classical Studies at Senate House at the University of London.

\* The postholder will be expected to be in attendance at Council meetings and the Annual General Meeting, and other committees as required.

\* The postholder will report formally to the Honorary Secretary of the Association. He/she will liaise closely with the Honorary Treasurer over all financial matters, and with the other officers over their own areas of responsibility.

## 2) Membership Secretary Functions and basic Financial Management

\* The postholder is the first port of call for membership enquiries and information. This will involve: actively seeking to promote and market the organisation at events, conferences, in mailings etc.; assisting in any new promotions; liaising with other officers etc. with regard to any new leaflets being printed; and liaising with the Secretary for Information and Grants on print runs for membership publications and providing addresses to our publishing partner - currently Cambridge University Press (who publish our journals: *Classical Review*, *Classical Quarterly*, *Greece & Rome*).

\* The postholder is responsible for keeping and amending the membership records (in MS Access), and for ensuring compliance with data protection legislation. Maintaining the records will involve dealing with: sending out new membership packs, changes of addresses, returned packages, changes in status, subscription payments and generation of reminders, etc – in liaison with the CA Information and Grants Secretary.

\* The postholder will be the point of receipt for all membership fees and journal subscriptions from members (in cash, cheque, US dollars, or transacted by Direct Debit, credit card, or bank transfers). These are recorded when received or when appearing on bank statements onto the accounts (Sage 50 Accounts). Payments are recorded onto the membership records as appropriate. Invoices are generated as necessary. Cheques are paid in regularly to the appropriate banks.

\* The postholder (in consultation with the Hon. Treasurer) is responsible for overseeing general items of expenditure. He/she will hold cheque-books on all bank accounts and in liaison with the officers/signatories make payments to all standard invoices/expenditure claims (e.g. stationery/catering/meeting expenses). He/she will supervise petty cash in the office. The postholder is responsible for all aspects of financial reporting, including Charity Commission and VAT returns. In consultation with the Hon. Treasurer and other officers he/she will collate and prepare the figures and documents necessary for interim reports, the accounts and the annual audit (using Sage 50) and the Trustees' Report. The postholder works at the office end of everyday auditing and accounting, bank reconciliation, etc., including recording payments for stock and sales of merchandise via the website.

## 3) Servicing Committees and work with Officers

\* The postholder is considered as the executive officer for most actions agreed at meetings and committees and will prepare papers and minute meetings for all these types of meetings:

- Officers' Meetings (as necessary)
- CA Council (April and November)

- Finance Committee (February and April)
- Business Meeting at AGM (April)
- CA Journals Board (CAJB: October)
- CA Teaching Board (CATB: October and February).

Note that most of these meetings typically fall on Saturdays.

In liaison with other executive officers he/she will undertake: preparation of agenda, sending of papers and dissemination of information, producing minutes, etc.

\* The postholder will represent the CA in any dealings with the Institute of Classical Studies and University of London re: facilities. He/she will be responsible for room booking, catering and other domestic/practical arrangements for meetings or events in London.

#### 4) Annual Classical Association Conference

\*The postholder is the main contact for the local organising committee for the annual conference. His/her duties will include accompanying the Hon. Secretary on as many site-visits as needed each year (to current and future host-institutions) and advising the local conference administrators on practical aspects of a CA conference.

\*The postholder, in conjunction with the Honorary Secretary, will be responsible for administering CA conference bursaries.

\*The postholder will also be expected to attend and service CA meetings at the annual conference.

#### 5) Publications

\* Supporting the work of the CA's Assistant Editor, the postholder will liaise closely the Information and Grants Secretary and with our publishing partner publisher CUP on all financial and publicity matters in relation to *Classical Quarterly*, *Classical Review*, *Greece & Rome*, the *Journal of Classics Teaching* and *Reading Greek*, etc. This includes the provision of details of member subscribers for the dispatch of the journals.

\* The postholder is responsible for paying the Editors' honoraria.

#### 6) Staff management

\* The postholder is one of just three employees of the CA, each of whom currently reports separately either to the Hon. Secretary or to the Chair of the Journals Board.

#### 7) Liaison with classical organisations

\* The postholder will liaise with the CA Information and Grants Secretary to assist the latter in providing relevant classical organizations with information on CA policies, events and activities.

#### 8) Supporting Teachers

\*The postholder will deal with telephone and email enquiries from teachers regarding such things as training, available resources, INSET and other events, and the implementation of Classical subjects in schools where they are not already taught. This will include maintaining up-to-date resources in the following areas:

- INSET courses
- Routes into Classics teaching from either a Classics or non-Classics background

- Details of local organisations able to offer support e.g. CA Branches, university outreach projects, etc.
- Details of local events e.g. CA Branch competitions, outreach events, lectures, etc.

\*The postholder is responsible for the distribution of materials where requested.

\*The postholder is responsible for maintaining the [teachingsupport@classicalassociation.org](mailto:teachingsupport@classicalassociation.org) inbox.

#### 9) Strategic Initiatives with the Classical Association Teaching Board

\* The postholder will take the lead in liaising with the Chair of the CATB and its members, and will offer support and strategic initiative in assisting the CATB to reach its national and local objectives (<http://www.classicalassociation.org/teaching.html>).

\*In particular, the postholder will alert the Chair of the CA Teaching Board to developments in the following areas as they become apparent in their day-to-day work:

- INSET provision
- Demand for resources in a particular area of Classics teaching
- Demand for support in a particular region/new initiatives of which the Board should be aware.

#### 10) Enquiries: General Correspondence and General Office Information Function

\* The postholder will deal with all general enquiries by telephone, e-mail, letter or social media that come to the office or are forwarded by other officers. Action will be taken on these as appropriate, including in non-routine areas referral to the officers.

\* The postholder is responsible for keeping all necessary office archives and copies of minutes as well as copies of AGM programmes and mailings etc., and for ensuring compliance with data protection legislation.

\*The postholder also will undertake other relevant duties as may be required by the officers from time to time.

### ii) **Person Specification**

	<b>Essential</b>	<b>Desirable</b>
<b>Education Level</b>	<ul style="list-style-type: none"> <li>• Degree level</li> </ul>	<ul style="list-style-type: none"> <li>• Degree in Classics or Classics-related subject</li> <li>• Project or Information management qualification</li> </ul>

<b>Knowledge of</b>	<ul style="list-style-type: none"> <li>• Sage 50 Accounts</li> <li>• Standard MS Office packages as operated within Office 365</li> <li>• MS Access</li> <li>• Data Protection Legislation</li> </ul>	<ul style="list-style-type: none"> <li>• HTML coding</li> <li>• Direct Debit processing using BACSTEL-IP</li> <li>• Experience managing sensitive information</li> <li>• Charity accounting practices and governance and experience advising a Board of Trustees within the framework of an existing constitution or governing document</li> </ul>
<b>Skills/Abilities</b>	<ul style="list-style-type: none"> <li>• Good written English</li> <li>• Professional manner in person, by telephone and in writing</li> <li>• Diplomatic when dealing with persons both junior and senior</li> <li>• Able to juggle multiple deadlines for varied projects</li> </ul>	
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• Trustworthy</li> <li>• Efficient</li> <li>• Self-motivated</li> <li>• Able to work unsupervised</li> <li>• Willingness to learn/ability to seek information and assimilate knowledge as required</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in a key-holder role or similar</li> </ul>
<b>Circumstances</b>	<ul style="list-style-type: none"> <li>• A flexible approach to working hours, particularly working weekends.</li> </ul>	

### iii) How to apply

If you would like to discuss the particulars of this role before making an application please email Dr Emma Stafford, [E.J.Stafford@leeds.ac.uk](mailto:E.J.Stafford@leeds.ac.uk)

Please ensure that your application reaches the Classical Association by: noon on 31 May, 2018. Your completed application should include:

- a covering letter in which you set out precisely how you meet the person specification and what you can bring to this post
- a curriculum vitae
- the names and addresses (incl. email addresses) of three referees

Email your application documents to: [office@classicalassociation.org](mailto:office@classicalassociation.org). Interviews will take place in the week commencing 11 June at the Watford office.