

Yorkshire and Humber Federation of museums and art galleries

Administration Project Brief – call for applicants

Background

The FED

Founded in 1931, the Yorkshire and Humberside Federation of Museums and Galleries (The FED) was one of the first regional federations to be established. It is the only dedicated membership organisation for people working in or for the benefit of Museums and Galleries in the region. It exists to represent, support and develop its members through regular meetings, newsletters, training, consultation and lobbying. The FED is run by a Board of Trustees

The opportunity

The FED has been reviewing its strategy and how it conducts its core mission over the past year. We are looking to evolve the way we interact with our members, the benefits we offer to them and the training programme we run. To enable this to happen, we have identified the need to enhance our administrative capacity.

The Brief

Objective

We are looking for a talented and dedicated freelance administrative professional who will support the administration of the FED's membership scheme, provide marketing and social media support for our events and training courses, ensure our communications are up to date (including our newsletter and website) and oversee the administration of our programme of training courses and social events across the year.

Outputs

- Training courses and social events - Board members will decide on the topic and deliverer for training courses and social events, the administrator will liaise with the content provider about marketing the course, resources required etc, book venues and catering as required, advertise the courses through our website, mailing list, social media and through partners. Administers all course applications and payments by attendees and, where relevant reconciles bookings and payments via Eventbrite. The administrator will also provide admin support for anyone booking on to the course.
- Next Generation course – our management development course, Next Generation 19 is currently up and running and hopefully all the admin will be done. Assuming it goes ahead, Next Generation 20 will be developed in spring 2019, marketed over the summer and begin in autumn 2019. Room bookings and administration of applicants will be required as well as the marketing.
- Finance Admin - Provides book-keeping and financial reporting for the Fed, ensuring funds are coded to correct restricted and unrestricted funds, Process invoices for payment to enable Hon Treasurer to authorise payment, Process all payment remittances received
- Membership – dealing with membership queries, administering the benefits for associate and institutional members. Maintains personal and institutional membership subscription lists, raising payment and issuing reminders where automatic renewal payments are not made. Also process new member applications received via website.

- Marketing – in addition to marketing the training and Next Gen programmes, support will be provided to the Board to market the work of the FED, and other information that may be of interest to our Members through our newsletter, website and social media.

Points for consideration

- The FED prefer to hold events at or near to museums and galleries across the country.
- While experience of working in a museum or gallery environment would be useful it is not required for the post
- Looking at what our previous administrators have undertaken, they have undertaken somewhere in the region of 18 – 24 days' worth of work per annum. This is flexible, with some months being busier than others depending on what courses are being run.
- Up to 2 days training will be provided at the beginning of the tender on our finance system (Quickbooks) and digital software. This must be factored in to the quote.
- While most work can be undertaken remotely, a minimum of two face to face meetings per annum with the line manager will be required. These will take place in Yorkshire at a place to be agreed upon with the line manger

Budget and length

We have an absolute maximum of £2000 for the delivery of this tender. We expect this to be delivered over a twelve month period from appointment. This is a new post for the FED and we will trial it for one year to assess how it works.

Line Management

The project will be managed by the FED Membership Officer and Treasurer.

How to apply

To apply to undertake this tender, please submit to admin@yhfed.org.uk the following documentation:

- A CV or resume of your previous experience, qualifications, skills etc.
- You may also include photographs or testimonials from previous projects if you feel they will be relevant to your application but this is not a requirement
- A maximum two A4 sides proposal of how you intend to deliver our outputs. This should include a day rate.

If you are shortlisted, you will be asked to attend an interview

Closing Date: 25th January 2019

Criteria

Applications will be judged on the following Criteria

- Quality – this could include knowledge of the museum and galleries sector
- Experience – this could include knowledge of cloud based accounts software, previous experience in similar roles
- Price – this could include proposed number of days of support and day rate