



**Role:** (Staffordshire Regiment Museum) Veterans Hub Administrator.

**Location:** Staffordshire Regiment Museum/Home working

**Hours:** 22.5 hours (normal hours are Monday to Friday but evening and weekend work may be required)

**Contract:** Permanent (subject to successful 6 months' probation period)

**Salary:** £10.00 p/h

**Benefits:** Contributory Pension, Up to 17 days Leave

### **About the Role**

Do you have strong organisational skills and a passion for co-ordinating events and activities? Can you work effectively as part of a team? Are you passionate about first class customer services for internal and external customers?

Utilising a range of platforms including social media you will be liaising externally with veterans associated with the Mercian Regiment and its predecessors including the Staffordshire Regiment, their family members and the organisations that support them. Internally you will work with the Staffordshire Regiment Museum team to ensure Veteran Hub activities and projects run effectively on time and budget. You will be focal point for the Veteran's Hub dealing with all the associated queries, its website and any other matters associated with the Veterans Hub

### **About Us:**

The Staffordshire Regiment Museum was formed in 1963 when the museum of collections of the North Staffordshire and South Staffordshire Regiments were joined together. The Regiments themselves having being merged together in 1959 to form the Staffordshire Regiment. The Museum mission is to illustrate the story of the Regiment, its predecessors and its successors and to use this story to inspire and educate successive generations. The Staffordshire Regiment merged with other Regiments to create the Mercian Regiment in 2007

### **Main tasks of the Veterans Hub Administrator:**

- Develop and manage projects and activities to agreed deadlines
- Handling queries associated with the Veterans Hub
- Liaise with associated organisations to update them on activities and build links. Through social media and through other routes

- Responsible for Veterans Hub webpage
- Liaise internally with the Museum team and RHQ Mercian to ensure projects run efficiently
- Support veteran activities, clubs and volunteering activities in liaison with other stakeholders and organisations
- Fundraising to support the Veterans Hub project
- Be the focal point for the Veteran hub and all matters associated with Veteran activities in liaison with other appropriate organisations and through social media
- Develop and manage systems to ensure successful operation of the Veterans Hub
- Maintain the highest standards of professionalism when dealing with those who need your help
- Any other duties associated with role that the Trustees of the Museum deem appropriate

### **What we need from you:**

#### Essential

- Experience of using Microsoft and Mac associated packages, e.g. Outlook, Office etc.
- Experience of administration in an office environment
- Excellent communication skills both verbal and written
- Flexible and adaptable approach to your work
- Positive approach to your work and eager to learn new skills
- Be highly organised with the ability to manage your own time
- Previous experience of managing budgets would be advantageous
- Individual able to be adaptable new challenges and situations

#### Desirable:

- Previous administration experience will be advantageous
- Business administration level 3 or equivalent
- Knowledge of using social media to promote causes
- Experience of fundraising to support role
- Previous of experience of working with volunteers would be advantageous
- Previous experience of managing budgets would be advantageous
- Full UK Driving licence
- Knowledge of the British Army and its structures

### **How we will assess your application:**

#### Application:

- Experience of using Microsoft and Mac associated packages, e.g. Outlook, Office etc.
- Experience of administration in an office environment
- Excellent communication skills both verbal and written
- Flexible and adaptable approach to your work
- Positive approach to your work and eager to learn new skills
- Be highly organised with the ability to manage your own time
- Previous experience of managing budgets would be advantageous
- Individual able to be adaptable new challenges and situations
- Previous administration experience will be advantageous
- Knowledge of working in a customer focused way
- Business administration level 3 or equivalent

- Knowledge of using social media to promote causes
- Experience of fundraising to support role
- Previous experience of working with volunteers would be advantageous
- Previous experience of managing budgets would be advantageous
- Full UK Driving licence and access to own transport

Interview:

- Flexible and adaptable approach to your work
- Knowledge of working in a customer focused way
- Positive approach to your work and eager to learn new skills
- Be highly organised with the ability to manage your own time
- Individual able to be adaptable new challenges and situations

### **Other useful information**

Closing date: 1700 on Friday 4th June

Interview date: Friday 11th June

Full induction training will be provided by the museum.

As the job involves organising activities, the successful applicant must comply with relevant safeguarding legislation

Some work at weekends and evenings may be required.

Applications must be by up to a maximum of a two-page cover letter. Please also include CV. A separate list of references must also be included.