



Administrator – part-time (2 days a week)

The Quaternary Research Association is seeking an administrator to assist the Executive Committee in the day-to-day running of the society. The work involves administration of membership including subscriptions, assistance with QRA publications including sales and management of book stock, and up-dating of the QRA website. Full details of the work are provided below. The demands of the role can vary through the year, but equates to two days a week. The administrator will work remotely, i.e. from home, and most of the work is done online. There is no requirement to travel extensively or to attend executive committee meetings.

The fee for services will be £10,020 per annum, paid monthly. The successful applicant will be self-employed and able to manage their own tax and any pension arrangements.

About the QRA

The Quaternary Research Association (www.qra.org.uk) represents the Quaternary Science community in the UK. The QRA is a long-established research organisation with over a thousand members, mainly based in the UK, consisting of professional, academic, student and amateur members, and spanning a wide range of disciplines; including geology, geography, archaeology, palaeontology and palaeobotany, all are united by a shared interest in the Quaternary, the last two and a half million years of the Earth's history – a period of time better known as the 'Ice Age'.

The QRA is run by an executive committee, chaired by the President. The Executive Committee has sixteen voluntary members, other senior officers being the Vice President, Secretary and Treasurer with other roles covering the main areas of the QRA activities. The Administrator will work with members of the Executive Committee, in particular the Secretary, Treasurer, Publicity Officer, Newsletter Editor and Publications Secretary, working across the range of the QRA's business and activities. The administrator will also deal with membership matters, manage our publications stock and deal with book sales and some of the day-to-day financial aspects of the organisation.

Administrator duties

The main duties of the Administrator are summarised below.

1. Membership and subscriptions

Membership subscriptions are due annually on 1st January. Some members pay by standing order, others by one-off or multi-year single payments. Some payments are by credit card. Members are reminded of subscriptions toward the end of each year. The administrator is responsible for ensuring that members' subscriptions are up to date and sending out reminders where needed. The administrator works with the Treasurer to maintain records of subscription income and credit card transactions. Some additional email and postal communication with members may also be required from time to time.

The administrator maintains the membership database. This is used for mailings and the weekly email newsletter. The membership list requires regular updating to reflect subscriptions received, new members joining and notifications of changes of address received from members. It also links to the website. The administrator produces an annual report on the membership for the Secretary in advance of the AGM each January.

The administrator distributes regular mailings to those members who continue to receive a mailing three times a year (February, June and October). This currently consists of *Quaternary Newsletter*, the *Circular*, a list of current publications and occasional other fliers. QN and the *Circular* are compiled by the QN Editor and the Secretary respectively and are sent as electronic files to the printer. Correspondence with the printer, packing and sending of all mailings is required.

2. Publications

The administrator is responsible for fulfilling book orders, most of which are received through the website, though orders can still be submitted by post. The QRA currently has around 30 Field Guides and 4 Technical Guides in stock. The administrator also maintains accurate records of sales and stock and manages the existing book stock and any new additions to the stock. Typically, one or two new volumes are published each year.

The QRA's book stock is substantial and to enable timely fulfilment of book orders it is desirable to be able to store at least a small portion of the book stock, particularly new publications or popular 'best sellers'. The bulk of the book stock may be stored at another location and accessed as and when required. In conjunction with the Publications Secretary, the administrator will be responsible for overseeing occasional rationalisation of the back catalogue and managing storage for the remainder of the book stock.

The administrator will also work with the Editor on the production and distribution of *Quaternary Newsletter* three times a year. This is currently produced and distributed to members via the website. A small number of members also receive this on paper. Following a redesign of the website we will be working towards a fully online publication of *Quaternary Newsletter*.

3. Website

The QRA website is an important means of communicating with members and providing a range of information on grants, publications, membership information and other aspects of the QRA's activities. In conjunction with the Publicity Officer, the administrator will make frequent use of the website to carry out the tasks outlined above, this may include adding and/or up-dating content as and when this is necessary.

What skills and attributes are we looking for?

We would like to appoint a proficient administrator to this role, you do not need to have a detailed knowledge of the Quaternary. The following attributes are important for this role:

- Ability to work independently and act on your own initiative,
- Ability to communicate and work with executive committee members as appropriate,
- Proficiency with standard Office software,
- Attention to detail, particularly with subscriptions and finance-related tasks,
- Comfortable working online, communicating by email or Teams/Zoom as required,
- Able to work with the QRA website on a day-to-day basis.

Application and appointment process

If you would like to find out more about this opportunity, please contact either the President, Professor Simon Lewis (s.lewis@qmul.ac.uk) or the Secretary, Dr Adrian Palmer (a.palmer@rhul.ac.uk) for an informal conversation. More information about the QRA can be found on our website (www.qra.org.uk).

Applications should be made by sending by email a CV and covering letter to the Secretary (email above). **This should arrive by 1700 hours on Monday 5th September 2022.** Interviews, either online or in person as appropriate, will be arranged shortly after this date and we hope that the appointee will be able to start on 1st November.

QRA Executive Committee, July 2022