



Scottish Fisheries Museum  
*Boats, fish and folk...*

## **Job Description – Office & Membership Services Manager**

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### **1. Identification**

**Post Title:** Office & Membership Services Manager- Scottish Fisheries Museum Trust Ltd  
**Terms:** Full-time (37.5 hours per week/5 days) Temporary Contract  
**Salary:** circa £22,000 per annum  
**Located at:** Scottish Fisheries Museum, St Ayles, Harbourhead, Anstruther, KY10 3AB

### **2. Background**

The Scottish Fisheries Museum was founded in the old fishing port of Anstruther, at a property known as St Ayles, as a trust and charity in 1969, to collect, record and interpret the history of the fishing industry in Scotland. The Museum has expanded to occupy several adjacent properties and holds collections of over 65,000 artefacts, including full size fishing vessels. The Museum has a small team of paid staff plus significant volunteer support, especially through three clubs, the Boats Club, Model Boat Club and St Ayles Rowing Club.

The Scottish Fisheries Museum has received Accreditation as a National Museum and the entire collections were Recognised as being of National Significance in 2007.

The Museum is graded a four-star attraction by Visit Scotland and is a lead organisation in Industrial Museums Scotland.

### **3. Responsibilities and Scope**

The Office and Membership Services Manager will be report to the Managing Director in relation to day-to-day operations of main office and accounting procedures.

### **4. Hours of Work**

The Office and Membership Services Manager is expected to work from Museum premises, during normal operating hours

### **5. Main Activities & Responsibilities**

#### **Office Management:**

The Office and Membership Services Manager will be responsible for all aspects of office management and will address the following activities:

- Ensure the smooth and efficient running of all office procedures including dealing directly with a wide range of people and be the hub for staff, volunteers, Board Members, suppliers, and customers.
- Receive mail and distribute to relevant staff.
- Answer telephones and deal with email enquiries

- Maintain office diary and coordinate bookings and room hire.
- Liaise with managers to coordinate group bookings and educational visits.
- Maintain Health & Safety records
- Administer Museum Membership records, payments, cards, and mailings.
- Maintain staff, volunteer contact details and HR records
- Maintain display of Museum customer information posters
- Maintain office filing system.
- Collate monthly visitor statistics and SPI figures.

## **Financial & Payroll Administration**

The Office and Membership Services Manager will be responsible for all aspects of financial administration to include the following activities.

- Processing of supplier invoices following agreed processes and posting on Xero accounting system
- Payment of invoices following authorisation for payment.
- Providing all financial paperwork for monthly returns to accountants
- Processing of daily takings and preparation of banking
- Prepare and process gift aid claims
- Balance/order/manage petty cash and change requirements.
- Prepare Museum invoices to external customers and track payments.
- Prepare monthly payroll details and deliver information to accountants for payment to staff by 25<sup>th</sup> of each month.
- Maintain staff holiday records and coordinate with management team.

## **HSE & General**

The Office and Membership Services Manager will play an active role combined with the Museum management team in maintaining the following.

- Fire Evacuation procedures, equipment, and signage
- General working environments in relation to tidiness and hygiene
- First Aid training and Accident reporting
- Point of contact for external contractors.
- Personal safety
- Data Protection in line with GDPR regulations
- CCTV monitoring in line with regulations.

## **Other Duties**

This job description is a broad picture of the post at the date of preparation. It is not an exhaustive list of all possible duties, and it is recognised that jobs change and evolve over time.

Consequently, this is not a contractual document, and the post holder may be required to carry out other duties to the equivalent level that is necessary to fulfil the purpose of the post.

## **6. Application Procedure**

By CV and covering letter by email to:

Ian Goodyear Director of Operations, Scottish Fisheries Museum

ian@scotfishmuseum.org

by 5pm on 23rd May 2022.

Selected applicants will be invited for interview, on 27th May, to be confirmed in advance by email or in writing.

The Scottish Fisheries Museum is committed to equality of opportunity.

The Scottish Fisheries Museum Trust is a company limited by guarantee registered in Scotland (Co No 45381) and a Scottish Charity (SC006185). The registered office is St Ayles, Harbourhead, Anstruther KY10 3AB