



Administrative Assistant, The Folklore Society

Job Description

Place of work

The Folklore Society, 50 Fitzroy Street, London W1T 5BT, and home-based

Hours of work (per week)

14

Rate of pay

£12 per hour

Reports to

Librarian and Treasurer

Start Date

2 August 2021

Duties

- Work in the Folklore Society Office/Library, days and hours by agreement with the Librarian (During the pandemic, work from home is the norm and visits to the office are limited to just essential ones.)
- Assist visitors to the Society's Reference Library
- Maintain the Society's Library Accessions Register, prepare books and periodicals for accessioning into UCL Library Catalogue, and deliver to UCL Libraries
- Collect and return requested archive materials from UCL Special Collections
- Respond to email, telephone and postal enquiries
- Liaise with the Assistant Reviews Editor, manage the receipt, dispatch or disposal of books for review
- Assist the Librarian with the administration of the Society's annual awards
- Assist the Librarian with the planning and delivery of the Society's in-person and online events (note: some events take place evenings/weekends, with additional paid hours)
- Undertake any additional reasonable tasks as directed by the Librarian or Treasurer
- Observe and adhere to relevant Society policies

Person Specification

- Educated to undergraduate level or above
- Demonstrable knowledge of/interest in folklore
- Commitment to disseminating and increasing awareness of folklore and folklore studies
- Able to travel to The Folklore Society's Office/Library in Central London, as required
- Good literacy and numeracy, with evidence of English and Maths at GCSE level (or equivalent)
- Good organisation skills
- Experience of public engagement/communication
- Competence in using online communication and event platforms
- Good IT skills, including use of Microsoft Office and WordPress, and willingness to learn other software
- Ability to collaborate with colleagues and engage with Society members and members of the public in a friendly and helpful manner
- Willingness and ability to work occasional evenings and weekends when required, with advance notice

Application

Send your **CV** with a **cover letter** outlining your relevant experience and personal suitability for the post, together with the names and contact details of two referees, to thefolkloresociety@gmail.com with the subject line '**Administrative Assistant**' by **5pm Wednesday 30 June 2021**.

We are an equal opportunities employer and we are determined to ensure that no applicant or employee receives less favourable treatment on the grounds of race, gender, age, disability, religion, belief, sexual orientation, or marital status, or is disadvantaged by conditions or requirements which cannot be shown to be justifiable.