

# Job description: Conservation Administrator



War Memorials Trust

## Purpose of the post

War Memorials Trust works for the protection and conservation of war memorials within the UK. The Conservation Team, through the Conservation Officers and Administrator, is responsible for delivering the Trust's Conservation Programme including administering grant schemes, providing advice and promoting the importance of best practice in war memorial conservation, maintenance and preservation. The Team is office based with outreach work through site visits, meetings, talks and presentations dependent on available resources and the requirements of each role. The Conservation Administrator is based in London focusing specifically on supporting the Conservation Officers, in London and remote sites, in delivering the Conservation Programme.

To succeed as the Conservation Administrator, you will need to have proven yourself as a team player and strong administrator with excellent customer service skills. You will recognise the importance of supporting colleagues and enjoy the challenge of managing a diverse workload.

## Principle accountabilities

### Conservation Administration

- Responsible for acting as first point of contact for the Conservation Team (letter, telephone and email)
- Responsible for recording and acknowledging incoming correspondence and calls and, as appropriate, directing to other members of staff
- Responsible for answering general enquiries and maintaining a record of these
- Contribute to processing grant application forms and providing initial advice on eligibility of projects
- Contribute to casework by dealing with media alerts; responding or sharing as appropriate
- Responsible for maintaining high quality database and website information
- Providing administrative support such as minute-taking, copying, scanning, making meeting or travel arrangements etc.

### ICT

- Contribute to development of databases
- Contribute to development and management of websites

### Public relations

- Contribute to PR work and the development of this field of activity
- Responsible for representing the Trust when required

### Other

- Contribute to the campaigning work of War Memorials Trust, to raise awareness of the significance of war memorials, the threats to them and problems/issues involved in their care and stewardship
- Attend meetings, give talks and attend other events as required
- Work with colleagues in relation to War Memorials Trust's Office Volunteers and Regional Volunteers
- Deputise in the absence of other staff
- Any other reasonable tasks as requested by and agreed with the Director