

The Salters' Institute

Camps Administrator

Job Description

Responsible to:

The Institute Manager for the administration of Institute projects as required.

Responsible for:

The day to day administration of Institute projects as directed.

The Camps Administrator will have considerable independence in the arrangement of his/her own work and will be expected to work with a minimum of supervisory control.

Specific Responsibilities

CHEMISTRY CAMPS

For all Camps:

1. Co-ordinate the preparation for the Camps Planning Meeting in October/November and participate in the meeting.
2. Produce and circulate notes from the Planning Meeting.
3. Recruit and allocate a team of teachers to each Camp.
4. Liaise with the Institute Manager on the allocation of Institute Staff for the in-processing and out-processing of students at each Camp.

For a minimum of eight three day Camps:

Pre-Camp

1. Deal with all Camp enquiries from, and give information to schools and other organisations.
2. Encourage schools to nominate students for the Camps, process all application forms and select the participants.
3. Compile and issue the selection results letters to schools and applicants.
4. Undertake the administration for the Camps and carry out the duties listed in 5-10 for these Camps.
5. Maintain contact with the students leading up to the Camp and beyond, including the receipt of the Camp fees.
6. Liaise with all University Hosts, Lead Teachers and their teams regarding the organisation of each Camp.
7. Co-ordinate dates for pre-Camp meetings, prepare an agenda and supporting papers, attend meeting, produce minutes and implement follow-up action as required.
8. Co-ordinate the programme and activities and produce related materials for each Camp, including programme booklets, participation certificates and badges for each student.
9. Provide the Host and Lead Teacher with an updated list of students participating in the Camp, together with their health and travel details.
10. Prepare and dispatch boxes of materials, prior to each Camp, to the Host.

At Camp

1. To in-process the students at the beginning of each Camp and to attend the team de-briefing meeting on the final day of each Camp.
2. Pay honoraria and expenses to University Hosts and teachers.

Camp Follow-up

1. Produce statistical reports on the number and types of applications received and analyse the data.
2. Compile and maintain both student and teacher questionnaires to help monitor and evaluate the Camps and produce and present comprehensive reports using Word and Excel.
3. Produce and mail certificates to schools for participating teachers.

FESTIVALS OF CHEMISTRY

Represent the Institute at a number of Festivals.

General Responsibilities

OUTREACH

Develop contacts with schools who traditionally have not participated in extra-curricular activities such as those run by the Salters' Institute, and encourage them to participate in the future.

EVENTS

Annual Awards Ceremony and Other Institute Events

On the day ensure that all guests are welcomed.

COMMUNICATIONS

1. Produce updated material for the Institute Newsletter, "A Pinch of Salt!", which is circulated electronically 5 times per year and in printed version in November each year.
2. Produce updated material for the Institute Web-site.
3. Help publicise all the activities of the institute. This will involve visits to organisations as appropriate.

Administrative Responsibilities

1. Assist in the maintenance of the Salters' Contacts Database.
2. Produce all mailings using the databases.
3. Attendance at other meetings, seminars and conferences as required.
4. General office duties to include photocopying, filing etc.
5. Answer general telephone enquiries.

Other Responsibilities

1. The Camps Administrator will be expected to assist the Institute Manager and liaise with other Institute Administrators as required.
2. The Camps Administrator will be expected to undertake any other reasonable duties as directed by the Institute Manager.

Job Requirements

1. An interest in science education.
2. To undergo a CRB check.
3. Initiative and enthusiasm.
4. Organisational and administrative experience.
5. Good IT skills, including databases and their application, word processing and spreadsheet packages.
6. Excellent communication skills, both written and oral.
7. Ability to prioritise and manage a heavy and variable workload.
8. Ability to work to deadlines.
9. Ability to work well independently and as a member of a team.
10. A flexible approach to work.
11. Regard for detail.

TERMS AND CONDITIONS

The appointment is subject to a six month period of probation, during which, performance will be regularly reviewed. Upon completion of the probationary period, notice will be one month on either side.

Hours: Normal office hours are 9.00am to 5.00pm, but some weekend and evening work will be expected throughout the year, this will include overnight stays outside London.

Holidays: 25 working days a year, plus public holidays.

Salary: £26,000

Pension: Group Personal Pension Plan – employee pays 5% of salary and the Salters' Company contributes 15% of salary.

Private Medical Insurance

Season Ticket: An interest-free loan to purchase an annual season ticket.