



**TREFTADAETH MENAI HERITAGE**

# We are Hiring

We are looking for a reliable and organised part time Administrator to support the smooth running of the museum and assist our volunteer trustees.



## **Job Description:**

**Hours:** 12 hours per week (flexible) **Responsible to:** Board of Trustees  
**Pay:** up to £13 per hour **Location:** Thomas Telford Centre, Ffordd Mona, Menai Bridge, LL59 5EA

## **About Us**

The Menai Bridge Community Heritage Trust is a charity which runs an accredited museum to tell the story of the Menai Strait Bridges for the furtherance of education and heritage. Our team is passionate, friendly, enthusiastic and community-focused.

## **Role Overview**

The Administrator will provide essential administrative and organisational support to ensure effective day-to-day operation of the museum. The role involves providing admin support for a variety of museum activities including rota management, producing reports and applications and overseeing routine health and safety checks. The successful candidate will be a proactive communicator who enjoys working with volunteers and the public.

## **Key Responsibilities**

### **Administration & Coordination:**

- Prepare and manage volunteer rotas, ensuring adequate cover for museum opening hours and events.
- Manage hall-hire bookings and issue invoices accurately and promptly.
- Maintain museum records, files, and documentation.

### **Communication & Enquiries**

- Act as the first point of contact for general enquiries via phone, email, and in person.
- Liaise effectively with trustees, volunteers, hall-hire users, and community partners.
- Maintain social media pages and website.

## **Meetings & Governance**

- Attend trustee meetings (typically monthly or as scheduled).
- Take clear and accurate minutes and circulate them in a timely manner.
- Support trustees with administrative tasks as required.

## **Health & Safety**

- Maintain general health and safety compliance, including routine checks and reporting any concerns.
- Support the upkeep of risk assessments and relevant documentation.

## **Person Specification**

### **Essential**

- Strong organisational and time-management skills.
- Confident communicator, both written and verbal.
- Computer proficiency including mastery of office software (eg Microsoft Office, Outlook) that is essential for document creation, data management, scheduling and internet communications.
- Ability to work independently and use initiative.
- Friendly, approachable manner with an interest in community heritage.

### **Desirable**

- To communicate fluently, correctly, confidently written and oral in Welsh
- Experience working or volunteering in a heritage, charity, or volunteer-led environment.
- Previous administrative, rota-setting, or minute-taking experience.
- Basic understanding of health and safety practices (training can be provided).

**How to Apply:** Please send CV and cover letter to [info@menaiheritage.org.uk](mailto:info@menaiheritage.org.uk)

