



Economic History Society Job Description

Job Title	Executive Assistant
Reporting To	The Senior Executive Officer
Salary & Contract Type	Approximately £33,000 per annum, full-time equivalent Permanent contract, subject to a five-month probationary period
Hours of Work	11 hours per week (0.3 FTE) The role is primarily remote, with flexibility required to meet the needs of the organisation.
Location	Remote (UK-based), with occasional travel as required.
About the Organisation	The Economic History Society (EHS) is a registered charity governed by a Council, whose members act as the Society's trustees. An Executive Committee reports to Council and provides recommendations to support decision making. Its membership includes the President, Honorary Treasurer, Honorary Secretary, the Managing Editor of the Society's journal (the <i>Economic History Review</i>), the Chairs of five standing Committees, and two members of Council. The Society's Officers are elected for fixed terms: three years for the President and up to six years for the Honorary Secretary and Honorary Treasurer. They are volunteers based in higher education institutions across the UK. The EHS currently operates through five standing Committees: Conference, Publications, Public Engagement, Schools & Colleges, and Women's. The postholder will provide support to these Committees, as appropriate, to ensure their effective operation. The Society manages its own website and membership, administers grants and prizes, publishes a journal, delivers a programme of events, and oversees its financial activity, including income and expenditure. The postholder will work closely with the Senior Executive Officer and the Society's Officers to support the delivery of these activities and contribute to the efficient and effective running of the Society.

Job Purpose
To provide high-quality administrative and coordination support across the Society's activities, enabling the effective delivery of its strategic objectives. Working closely with the Senior Executive Officer and the Society's Officers, the role will support areas including events, publications, member communications and committee activity.

This job description outlines the main responsibilities of the role and may be subject to reasonable review and amendment in line with organisational needs.

Key Responsibilities

Core Duties

- Provide administrative support across key Society functions, including events, publications, membership and governance.
- Support the planning and delivery of the Annual Conference and Residential Training Course, including logistics, communications and coordination.
- Support the editors of the *Economic History Review* with screening and processing submissions to the journal and ongoing administrative support throughout the publication process.
- Produce and distribute Society newsletters and communications.
- Maintain and update journal-related content on the Society's website.
- Support the organisation and delivery of online and in-person events.
- Ensure the appropriate collection, organisation and archiving of Society records and materials.

Committees and Stakeholder Support

- Provide administrative support to committees as required, including coordination of meetings and documentation.
- Act as a key point of contact for internal and external stakeholders, responding to enquiries in a professional and timely manner.

Event and Project Support

- Assist in identifying and evaluating suitable venues for events and conferences.
- Support the preparation of budgets and event documentation, with oversight from the Senior Executive Officer.
- Help coordinate event delivery, resolving logistical issues as they arise.

Other Responsibilities

- Exercise initiative and independent judgement within established guidelines.
- Carry out any other reasonable duties consistent with the role.

The role may evolve, and reasonable changes may be required in line with organisational needs.

Working Arrangements and Flexibility

The role is largely remote and requires the ability to work independently with limited day-to-day supervision.

Occasional evening and weekend working may be required, particularly in connection with events such as the Annual Conference. Time off in lieu (TOIL) or appropriate flexibility will be provided in line with organisational policy.

The role requires occasional travel within the UK.

Knowledge, Skills and Experience

Essential

- Demonstrable administrative experience in a professional environment.
- Strong organisational skills, with the ability to manage competing priorities and meet deadlines.
- Ability to work independently, using initiative and sound judgement.
- Excellent written and verbal communication skills.
- Strong interpersonal skills and ability to engage with a range of stakeholders.
- Proficient IT skills, including use of standard office systems and digital platforms.

Desirable

- Experience working within the higher education or charity sector.
- Experience coordinating and supporting events or conference delivery.
- Experience producing newsletters or digital communications.
- A commitment to the mission and values of the Economic History Society.

Key Competencies

Planning and Organisation

- Ability to plan, prioritise and manage a varied workload effectively across multiple projects.

Problem Solving

- Proactively identify and resolve issues, particularly in relation to events and operational delivery.

Communication and Relationship Management

- Build positive working relationships with colleagues, committee members and external stakeholders.

Decision Making

- Contribute to recommendations and decisions where appropriate, working within agreed levels of authority.

Equality, Diversity and Inclusion

The Economic History Society is committed to promoting equality, diversity and inclusion. All employees are expected to contribute to a respectful and inclusive working environment and to carry out their duties in line with the Equality Act 2010.

Health, Safety and Wellbeing

The organisation is committed to ensuring the health, safety and wellbeing of its employees, including those working remotely. Appropriate support, equipment and guidance will be provided in line with health and safety requirements.