



Dear Applicant

**RE: Administrator – part time 35 hours / month**

Thank you for expressing an interest in the above role at the Society of Designer Craftsmen.

Please find the Job description and person spec following this letter.

We are looking for someone to start as soon as possible. Our timeline is as follows:

- Deadline for applications: midnight Sunday 14th February
- Interviews will take place online via Zoom in early March

Please email your CV and accompanying letter stating why you would like to take up this role to:  
[dan.maier@societyofdesignercraftsmen.org.uk](mailto:dan.maier@societyofdesignercraftsmen.org.uk)

Please ensure your cover letter is attached as a separate document, is no longer than 2 sides of A4 and clearly addresses the job description and person specification.

Please also include where you saw our advert.

Submissions received after the deadline will not be considered.

For detailed background information on the charity, please see our website:

<https://societyofdesignercraftsmen.org.uk>

Best of luck with your submission and thank you for your interest in the Society.

Warm wishes,

Dan Maier  
Trustee  
Society of Designer Craftsmen



## SOCIETY OF DESIGNER CRAFTSMEN

### ADMINISTRATOR



**Charles Rennie Mackintosh**  
Design



**Walter Crane**  
Design



**William Morris**  
Design



**Ford Madox Brown**  
Design



**William De Morgan**  
Ceramics



**Peter Drieser**  
Design



## Our History

The Society of Designer Craftsmen is one of the oldest and most highly regarded arts and crafts societies in the UK. Formed as the Arts and Crafts Exhibition Society in 1887 with Walter Crane as the society's first President, the purpose was to give a voice to, and to organise exhibitions for a growing body of designer-makers. William Morris followed Crane as President of the Arts and Crafts Exhibition Society in 1891 and in 1960 the name was changed to the Society of Designer Craftsmen.

The Arts and Crafts Movement was one of the most influential, profound and far-reaching design movements of modern times. It began in Britain around 1880 and quickly spread across America and Europe before emerging finally in Japan as the Mingei (Folk Crafts) movement. It grew out of a concern for the effects of industrialisation on design, on traditional skills and on the lives of ordinary people. In response, it established a new set of principles for living and working. It advocated the reform of art at every level and across a broad social spectrum, encompassing a very wide range of like-minded societies, workshops and manufacturers. Its pioneering spirit of reform, and the value it placed on the quality of materials and design, as well as life, shaped the world we live in today.

Despite the passage of more than 130 years the primary objective of the Society remains one of a selected membership whose work is based on innovation, originality, excellence of design and quality craftsmanship. The Society promotes and supports the work of creative thinkers, designers and makers who continue to innovate in the crafts through their exploration of materials and skills

## About Us

Our national membership of circa 300 artisans is made up of professional designer makers across various craft disciplines, including Ceramics, Wood, Metal, Glass & Textiles. We are the largest multi-craft society in the UK and support our members through major exhibitions, professional and creative networks, workshops, mentoring and many other events and initiatives

The Society gives our members professional recognition at all stages of their careers and provides a valuable network amongst its members and through its many links with other creative organisations. We have three levels of membership that recognise the different stages our members have reached in their design practice, these are **Licentiate** (LSDC), **Member** (MSDC) and **Fellow** (FSDC)

All of our makers are designers and craftsmen and are selected for their strong and innovative design sense with the skills, craftsmanship and sensitivity to materials to make the objects they design.

The Society is run by a dedicated Council of current Society members, all of whom have a professional craft background. Our current president is Sir Christopher Frayling. We are a registered charity and our stated objectives are to:

- advance the education of the public by the encouragement and promotion of good design and fine craftsmanship, particularly of new and original work
- maintain and enhance of the high standards of design and craftsmanship
- foster public understanding and interest in Craft and Design
- train and educate new and young Designer-Craftsmen



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In support of the above, our strategic focus for the next 2-3 years is on exhibitions, mentoring and a stronger programme of member events. The aim of the latter being to support personal growth and development, enrich the lives of both members, other makers and the wider public.

We are at a pivotal point with a great number of exciting opportunities before us. We have just appointed a new Chair and Council is reviewing its structure to ensure that it is best set up to build on past successes; to raise our national profile, strengthen & build membership; and to continue to achieve our objectives and strategic priorities. To this end we are seeking an Administrator to join the team. Details on this role can be found on the following pages.

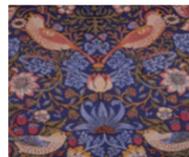
You can find out more about us at <https://societyofdesignercraftsmen.org.uk>



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## Administrator of the Society of Designer Craftsmen

The Administrator will be responsible for the smooth and efficient administration of the Society, supporting the Chair and Trustees in achieving our vision and goals for our members and the wider public. They must be supremely organised and pro-active with a flair for setting up systems, maintaining databases, and keeping track of minuted actions and deliverables by liaising with all relevant parties. They will be flexible with a positive attitude and be utterly reliable. They will have a friendly disposition along with solid administration experience including charity governance, minute taking, and data management systems.

In taking on this role within the Society, this person must ensure that they uphold the values of the Society in all communications both with members and the public.

### **The Administrator role involves (but is not limited to):**

#### **Core activities:**

- Organising Council meetings, eg: dates, venues / zoom links and ensuring relevant members / guests are also invited
- Drawing up meeting agendas together with the Chair
- Taking minutes at Council meetings and distributing them promptly afterwards
- Accurately recording decisions and actions in the minutes and reporting to the next Council meeting on the progress of actions and results of decisions
- Monitoring Council and Committee member action points and ensuring actions in minutes are progressed by timeously prompting those concerned ahead of deadlines
- Writing regular e-bulletins for members' mailing to summarise key points from Council meetings
- Liaising with the Membership Secretary and Treasurer as necessary
- Logging income and expenses
- Preparing documents for the AGM
- Dealing with correspondence, responding to and redirecting enquiries, writing letters / emails as agreed at Council meetings, summarising correspondence / emails received at the next Council meeting and drafting replies as appropriate

#### **Additional activities:**

- Keeping the Chair & Trustees informed of any correspondence that has been sent out and received
- Supporting sub-committees by keeping documents filed and up to date
- Scanning paperwork and storing it digitally
- Keeping files of past minutes and reports
- Maintaining database of Society contacts
- Ensuring that the list of Directors at Companies House is kept up to date
- Collating attendee information for events and inputting data for analysis
- Ensuring paperwork is issued as necessary for new Trustees and new volunteers (confidentiality forms etc)



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- Assisting with new Trustee inductions
- Manning the Society mobile phone; responding to and redirecting enquiries
- Maintaining a good knowledge of the Society's history
- Maintaining a good knowledge of the Society's governing document(s)
- Any other related duties that may arise from time to time

### **Skills and experience required:**

#### **Essential:**

- Excellent written and verbal communication skills
- Excellent numeracy
- Robust organisational skills
- Presentation skills, attention to detail and accuracy
- Fully conversant with the use of Microsoft Office products (Word, Excel, Powerpoint etc) and common file sharing platforms such as Google Docs and Sharepoint.
- Conversant and comfortable with Zoom meetings
- Ability to plan your own work, use your initiative and meet deadlines
- Ability to manage pressure and conflicting demands, and prioritise tasks and workload
- Ability to accept and understand instructions
- Ability to keep accurate records including financial records
- Ability to present and analyse data on Society activities for internal use and possible future fundraising campaigns
- Tact, discretion and respect for confidentiality
- Pleasant, confident and friendly telephone manner

#### **Desirable:**

- Knowledge of charity standards and governance procedures, ideally worked for a charity
- Some knowledge of social media
- Experience using Mailchimp
- Experience in Xero accounting software

#### **Person Specification:**

- A proactive mindset
- A well-motivated self-starter
- Efficient
- Professional



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- Polite, friendly and positive
- Well-organised
- Utterly reliable and honest
- An interest in Art, Craft and Design

**Hours:** 35 hours a month, generally 8 hours a week with flexibility

**Location:** working mainly from home with meetings via Zoom and available for occasional meetings in London in line with Covid restrictions.

**Salary:** £6,240/annum

It is the Society of Designer Craftsmen's policy not to discriminate on the basis of gender, sexual orientation, marital or civil partnership status, any gender reassignment, race, religion or belief, disability or age, pregnancy or maternity or part-time or full-time worker.



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