



Job Description: BAAS Awards Administrator

The British Association for American Studies (BAAS) is a scholarly organisation that exists to promote, support and encourage the study of the United States in the United Kingdom. BAAS is a Charitable Incorporated Organisation (CIO) led by an Executive Committee who work for BAAS on a voluntary basis as trustees of the CIO.

BAAS is seeking to hire an Awards Administrator to join our team. The Awards Administrator will work closely with the Chair of the BAAS Awards Committee and will be line managed by the BAAS Administration Manager.

The Awards Administrator will be responsible for supporting the BAAS Awards Chair with the smooth running of the annual awards cycle. They will ensure that the annual awards cycle is coordinated comprehensively, and all tasks are completed on time to set deadlines. Tasks will include: ensuring that all email inquiries from perspective applicants are responded to on behalf of the Awards Chair in a timely manner; collating applications promptly after closing dates have passed and distributing them to pre-assigned panel members within the BAAS Executive Committee; communicating the outcome of applications to all successful and unsuccessful applicants on behalf of the Awards Chair once applications have been reviewed and organising the annual awards ceremony. The successful applicant will also be required to liaise with other members of the BAAS Team, including the BAAS Digital Team to ensure that award opportunities are advertised both on the BAAS website and via the BAAS newsletter at key times throughout the year; and the BAAS Treasury Team to arrange for monetary prizes to be distributed to successful award winners.

Main Duties and Responsibilities:

- Working closely with the BAAS Awards Chair to ensure the planning, coordinating, and management of BAAS's annual awards cycle is completed each year to the standard required, ensuring the smooth running of processes and workflows to a strict timeline
- Corresponding with applicants and potential applicants via email
- Collating and distributing applications to panel members
- Logging details of all applications received and ensuring all relevant supporting documentation has been received
- Providing feedback on all applications received on behalf of the Awards Chair and Panel Members and creating and sending certificates to winners / runners up
- Working closely with the BAAS Treasurer(s) to arrange for those winning monetary prizes to receive their winning funds
- Organising the annual online BAAS Awards Ceremony

Person Specification

We are looking for someone with experience of administration and who has excellent organisational skills. You will be highly skilled in working independently and have experience of working remotely. You will have a pro-active approach to working, ensuring and prompting the Awards Chair as needed when deadlines are imminent and when information is required/deadlines are approaching. You will

have excellent communication and written skills, and the ability to work to a high level of detail with the ability to complete tasks to set and specific deadlines.

Ideally, we seek someone with a demonstrable knowledge of the university sector and/or the American Studies scholarly community.

Essential Criteria

- Excellent organisational skills, including ability to manage work remotely and flexibly to fixed deadlines with minimal supervision
- Time management skills including the ability to prioritise tasks and carry out work to a strict schedule
- Excellent communication skills and experience of communicating with a variety of stakeholders
- Experience of using MS Office 365, in particular: Teams, Excel and Word
- Have a high attention to detail and a readiness to undertake routine tasks
- Ability to use initiative and resolve problems and to react to changing priorities
- Ability to take a proactive and pragmatic approach when necessary

Desirable Criteria

- Understanding of, and ongoing engagement with, the American Studies scholarly community and the work of BAAS
- Experience of administration in higher education or in the educational charity sector preferably in relation to calls for funding opportunities

Employment details

This is a part-time, 100% remote role with a flexible working pattern. The role is flexible and has irregular hours, depending on the workflow and needs of the BAAS Awards Programme. It is not expected that you will be required to work, on average, more than 2 hours per week for most of the awards cycle. However, there will be busier periods where working hours will need to be higher (up to 6 hours per week) to meet the required deadlines. This will particularly be the case around the time of closing dates for applications when all applications received will need to be collated (Mid December-Mid January) and when feedback is required to be sent to applicants and the awards ceremony organised (March-April).

Salary: BAAS Grade 5 (equivalent to HE Pay Spine points 19-24), in accordance with skills and experience: £14.32 - £16.54 p/hr; £1,947.52 - £2,249.44 per annum, paid monthly.

To apply for this post:

Please send a CV and a Cover Letter (no more than two pages long) explaining your suitability for this role to adminmanager@baas.ac.uk.

We especially welcome applications from groups underrepresented in BAAS and/or UK Higher Education. Applicants must have the right to work in the UK.

If you wish to talk informally about the role, or have any queries, please contact Katie Edwards, BAAS Administration Manager at adminmanager@baas.ac.uk

The closing date for applications to be received is **12.00 noon Sunday 28th July**. The outcome of your application will be communicated via email on Wednesday 1st August and interviews with shortlisted candidates will be held **Wednesday 7th August** via MS Teams.