

Job Title: Administrative Assistant

Location: Remote (UK-based)

Salary: £22,000 - £24,000 per year (pro rata based 22.5 hours to £13,200 to £14,400)

Duration: 18 months fixed term

Hours: 22.5 per week, flexible across 3-5 days (Monday to Friday). Hours should be worked Monday to Friday, but we are flexible and welcome discussions on start and finish times to accommodate your individual needs.

Interviews: Week commencing 28th April

About Us

The Social Research Association (SRA) is an educational charity and membership organisation for social researchers, dedicated to advancing excellence in social research across the UK. We support the research community by:

- Growing and connecting an inclusive, diverse community of social researchers.
- Expanding career pathways and professional development.
- Advancing knowledge, best practices, and innovation in social research.
- Representing and advocating for the profession.

We are entering a very exciting period of increased member engagement by expanding our member benefits, researcher community offerings which include mentoring, and the launch of a new digital community platform. To support these initiatives, we are looking for a Projects Officer to help implement new processes and improve engagement with our services.

About the Role

The Administrative Assistant will provide essential support across multiple projects, including our new digital community platform, regional events, and board operations. This role is about keeping things organised, supporting smooth communication, and helping our members and partners engage with our services.

You should be comfortable using digital tools like Customer Relationship Management (CRM) and Content Management Systems (CMS) or online platforms as part of your work. You don't need to be an expert, but you should be confident in navigating systems, keeping records updated, and helping others with basic queries. Above all, you should be eager to learn and ask questions. We are keen you get as much out of the next 18 months as we will. This is a new role for us – so we're excited to explore and shape it together.

Key Responsibilities:

Digital Platform Support

- Assist in maintaining our new digital community platform, ensuring content is up to date and well-organised.
- Support our members to access their accounts and provide answers to common queries, escalating when needed.
- Monitor posts and content to ensure a welcoming and professional environment.
- Categorise content to improve searchability and engagement.

Regional Events & Member Engagement

- Support planning and coordination of regional events.
- Assist regional branches with membership engagement and event logistics.
- Help with outreach efforts to encourage participation.

Administrative & Organisational Support

- Manage our CEO's diary, scheduling meetings and appointments.
- Maintain project documentation, reports, and internal records.
- Assist with internal communications and team coordination.
- Support data entry and database management

Board & Governance Support

- Arrange and coordinate board meetings
- Prepare and distribute board papers before and after meetings.
- Take minutes and track action points to ensure follow-ups.
- Provide general administrative support to our Board Chair.

Who We're Looking For

We know that great candidates don't always meet 100% of the criteria. If you're excited about this role, and keen to go on this exciting phase of our development, we encourage you to apply.

Essential Experience & Skills

- You have worked in an administrative role where you've managed multiple tasks and met deadlines.
- You have experience using digital tools like Customer Relationship Management systems (CRM), Content Management Systems (CMS), or online community platforms. You don't need to be highly technical, but you should be comfortable navigating systems, updating records, and assisting others with basic queries.

- You have experience supporting projects or coordinating tasks
- You can manage diaries, scheduling, and documentation
- You can communicate professionally via email and other channels

Desirable Experience (Nice to Have, but not required)

- Experience working in a membership organisation, charity, or similar setting.
- Familiarity with basic data management (e.g. updating records, handling databases).
- Experience coordinating online or in-person events.

What We Offer

28 days of annual leave (pro rata) + bank holidays

Fully remote working (with occasional travel for meetings, not anticipated to exceed 10 per year)

Even though we're fully remote, we offer a few days of face-to-face induction to help you connect with the team and organisation right from the start.

Employer pension contributions

Personal and professional development including payment for one subscription to a relevant membership/professional body

Free eye test

Our culture

It is important part of our mission to represent the profession in all its diversity. To do that, we are committed to developing a talented workforce that represents that diversity. We are an inclusive and welcoming organisation and committed to ensuring our culture and ways of working enable all of our people to thrive at work, and not negatively impact on their private lives.

Interview Process & Accessibility

We are committed to an inclusive recruitment process that gives all candidates the best possible opportunity to show their value.

We will provide interview questions 2-3 days in advance to help candidates prepare.

We will reach out to you in advance of the interview to check if there are any needs or requests that will make the process work better for you. We'll strive to meet any reasonable adjustments to the recruitment process.

Interviews will be held online, but we can arrange an in-person interview if preferred. In-person interviews would need to be held in London.



We anticipate one interview and it's likely this will be a mix of questions and a task.