

**Role: Administrative Assistant**

**Duration of contract:** 6 months Fixed Term Contract (June - November 2025)

**Salary:** £23,000 - £25,000, dependent on experience

**Reporting to:** Chief Executive

**Contract type:** Full time, 37.5 hrs per week, remote working with 1-2 days per month in London

This is a fantastic opportunity for a proactive individual who enjoys working collaboratively as part of a team to join Waterloo Uncovered.

**Who we are**

Waterloo Uncovered is the ground-breaking charity that combines world-class archaeology with veteran recovery and wellbeing. Since 2015 we have been supporting veterans and serving military personnel, through programmes centred around the archaeology of the Waterloo Battlefield. For example, learning archaeological skills through excavation on the battlefield supported by a wellbeing team, bringing the artefacts discovered at Waterloo to beneficiaries in their community, or supporting beneficiaries to explore archaeology and history of conflict through our online programme. All our programmes link conflicts past to conflict present, as beneficiaries uncover, recover and discover.

As our Administrative Assistant you will be part of our small, dynamic, and passionate team, which is supported by an extensive network of volunteers. You will work closely with the Chief Executive on all aspects of our administration, in support of our operational delivery, communications, fundraising and outreach.

The successful candidate will:

- Have broad administrative experience across operations, programmes, finances and fundraising;
- Be extremely organised, with attention for detail, able to manage a varied workload with multiple deadlines;
- Demonstrate extensive customer service experience, with an empathy towards supporting beneficiaries and volunteers;
- Have excellent written and verbal communication skills, able to work collaboratively with a range of stakeholders and beneficiaries;
- Be a proactive team player, willing to get involved and support on wider team tasks;
- A self-starter, resourceful and self-sufficient.
- An interest in supporting veterans, archaeology and heritage.

## **Key responsibilities:**

- Programme administration, engaging directly in support of beneficiaries for onboarding, logistics and follow up, answering enquiries and general tasks.
- Customer service, responding to email and telephone enquiries and correspondence.
- Database and spreadsheet management, including managing contacts and suppliers, as well as donor and volunteer data on our CRM system and digital filing.
- Processing financial and accounting requirements, including invoices, payroll, expenses and supplier payments.
- Virtual office support, arranging meetings and team events, providing secretariat to Trustee Board, office contracts, suppliers and administration.
- Researches as requested, complies and summarises information for drafting applications for grants and trusts, managing fundraising pipeline and tracking, reporting schedules and reports.
- Administration of social media accounts, support to drafts of newsletter and impact reports, and other communication initiatives.
- Event administration, including bookings, logistics and support to outreach and event delivery.

## **Person specification**

### **Essential**

- Strong written and verbal communication and interpersonal skills, able to present a professional and positive image for the organisation.
- Ability to work under pressure, with accuracy and minimal supervision, with a proactive approach to problem solving and process improvement.
- Data management and entry skills, including the ability to maintain and improve data and information digital filing systems, with accurate record keeping.
- Digital literacy, proficiency on google suite, microsoft, and social media (e.g. linkedin, facebook), able to present information accurately and clearly.
- Excellent organisational, time management and collaborative skills, able to work with a range of stakeholders.

### **Desirable**

- Experience of working within the charity or similar sector in an administrative role.
- Communications and / or social media experience.

## **Additional Information**

# **WATERLOO UNCOVERED**

All Waterloo Uncovered team members are expected to actively engage in our outreach and engagement and therefore attendance at other locations in the UK and sometimes outside of normal working hours will be required. Where applicable, all Waterloo Uncovered team members are also expected to support programmes internationally, including our excavation programme in Waterloo Belgium.

## **Notes:**

- The above list of responsibilities is not exhaustive and may change to meet the needs of the organisation.
- Waterloo Uncovered reserves the right to alter the content of this job description after consultation to reflect changes to the job or services provided without altering the general character or level of responsibility.
- Waterloo Uncovered is an equal opportunity employer. We welcome applications from people with disabilities and from minority groups.
- You must be eligible to work in the UK at the time of application.
- This role is subject to a DBS check.