

Vacancy Summary

Job Title:	Administration Assistant
Salary:	£18,661 per annum
Location:	Milestones Museum, Basingstoke
Hours:	37 per week – full time
Type of Contract:	Permanent

We are seeking an energetic and organised administrator to support the teams at Milestones Museum and Basing House.

The successful candidate will have exceptional organisational and IT skills and take real pride in being the “go to” person of the operation. You will have a positive and proactive approach to problem solving, thrive in a busy and diverse role, a desire to provide efficient processes and outstanding customer service.

If you have experience as an administrator including order and invoice processing and are excited by working and making a contribution to this thriving and unique customer experience, this opportunity could be for you.

If you have the required experience and qualities please email your CV and a covering letter summarising your suitability for the position to: hr@hampshireculturaltrust.org.uk.

Closing date for applications:	31 July 2019
Interview date:	7 August 2019

About the trust

Hampshire Cultural Trust was established in 2014 to promote Hampshire as a great cultural county, and our vision is to be renowned for creating world-class cultural experiences that enrich and transform lives. We manage and support 26 arts and museums attractions across Hampshire and deliver county-wide outreach programmes that bring great culture to local communities. We also deliver a diverse range of wider social impact initiatives targeted at those who are most vulnerable or disadvantaged and who would not usually have access to arts and culture.

HCT is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring service. Applicants successful at interview may be required to undergo Disclosure and Barring service checks as applicable to the role.