

Job Description and Person Specification for Assistant Secretary at BASAS



About BASAS

The British Association for South Asian Studies (BASAS) is a professional association for advanced researchers working in the area of South Asian studies. It is the largest UK academic Association for the study of India, Pakistan, Bangladesh, Afghanistan, Sri Lanka, Nepal, Bhutan, Maldives, and the South Asian diaspora. It is a UK registered charity (number 264591).

Members of the Association cross a broad spectrum ranging from professors to postgraduate students, and policy makers to independent researchers. The Association is representative of the full extent of South Asia related academia in Britain, and encompasses growing membership in South Asia, Europe, and the USA.

The Association's flagship activities include a popularly attended Annual Conference, a programme of activities for Graduate and Early Career professionals, publication of its in-house journal *South Asian Studies*, and distribution of the journal *Contemporary South Asia*.

BASAS wishes to recruit a self-employed, part-time Assistant Secretary (10 hours a week), on a contract basis, reporting to the Secretary and the rest of the Council. Hours are flexible and average out at 10 per week, though the workload responds to the pattern of BASAS activities through the calendar year. The ideal candidate will have some experience of universities in the UK, an interest in South Asian studies, registered charity governance, be a confident communicator and be based in the UK. They will also have some experience of working with digital media and online technologies, and numeric reporting.

A competitive remuneration of £17.30 per hour is on offer, along with working with some of the leading UK based scholars involved in South Asia studies.

Please apply by submitting a CV and Covering Letter outlining your interest in, and suitability for, the role along with contact details for two referees able to comment appropriately on your suitability for the post. Applications should be submitted to basas@basas.org.uk no later than 17:00 UK time on 30th September 2020. Interviews will be held in an online format week commencing 5th October 2020 at a date to be confirmed. The contract is expected to commence with effect from 15th October 2020 or as soon thereafter as possible.

Main Duties and Responsibilities

Membership Administration:

- Work with Council to review and develop the current BASAS membership offering including pricing and benefits
- Work with Council to develop and implement a Membership growth strategy, covering sales, marketing and retention, in order to deliver sustainable membership growth
- Work with Council to research and acquire opportunities to promote membership via partnerships or third-party affiliates
- Act as the primary contact for all member queries
- Administer all membership renewals via the BASAS website

- Monitor membership payments made via PayPal, standing order, and cheque
- Promote standing-order payments as the primary renewal method to improve retention rates
- Work with Taylor and Francis to ensure that benefits, such as journals, are delivered efficiently to improve membership satisfaction
- Regularly interrogate and analyse the membership database to support recruitment and retention activities and improve campaign effectiveness
- Draft and publish a monthly members' e-newsletter, and update website
- Implement reconciliation system with the Treasurer to ensure that Membership and Finance reporting of membership income is consistent
- Promote donations and gift-aiding whenever possible
- Synthesise membership data into reports for Council use

General Administration:

- First point of contact for third parties wishing to contact the Association via email
- Produce and circulate agendas and minutes for meetings of Council
- Assist with the compilation of the Annual Report and Accounts
- Assist in the organisation of the Association's AGM
- Assist in the administration of elections of Council members
- General assistance to Council members to ensure the smooth running of the organisation

Person specification

Skills, experience and knowledge	Essential (E) Desirable (D)	Demonstrated at Application (A) Interview (I)
Practical knowledge and understanding of membership administration	E	A/I
Experience of developing promotional material using digital marketing tools	E	A/I
Strong numeracy skills and ability to analyse data and develop information into reports	E	A/I
Experience of providing secretarial services to support the AGM and other Council meetings, including Agenda preparation and recording of minutes	E	A/I
Knowledge of UK Gift Aid, Data Protection, and legislation concerning UK registered charities	D	A/I
Ability to work to deadlines	E	A
Excellent copywriting and editing skills	E	A/I
Advanced level abilities working with Microsoft Word and Excel	E	A/I
Strong understanding of BASAS's mission and activities	D	A/I
Record and edit audio and video content for upload to the BASAS website and other social media platforms	D	A/I