

## Scottish Text Society

### Invitation for Expressions of Interest: Scottish Text Society Administrative Officer

#### The Society

The Scottish Text Society is a small learned society, whose primary concern is the publication of scholarly editions of Scottish texts written in Older Scots, Latin or English prior to 1750. It is funded through subscription, both individual and institutional, and on average it publishes one volume a year. It is managed by a Council, made up of a president, up to three vice-presidents, an editorial secretary, a minute secretary and a digital officer, and 10 ordinary members, who meet normally twice a year. Since the beginning of pandemic restrictions, Council has met using Microsoft Teams; when restrictions are lifted, the expectation is that meetings will return to being in person, usually in Edinburgh. The Administrative Officer attends Council meetings but is not a member of Council.

#### The Post

The Administrative Officer is responsible for the day-to-day administration of the Society and the role requires someone able to do the following:

- to work online including the Cloud computing required by our publisher Boydell and Brewer, keep membership details up to date, prepare and send out annual invoices and record subscriptions when received, and send out reminders.
- to support Council including attending Council meetings (normally two per year in daytime), preparing Society newsletters for members, preparing reports for Council meetings and for the Society Annual General Meeting,
- keeping up to date knowledge about the contents of published volumes and those in progress
- to deal with all transactions and mailing records with Boydell and Brewer. Confirm all due payments, including those to Boydell and Brewer and other recipients as agreed by Council, with the Chair before payment. In the first instance, this may include in-person banking with an Edinburgh branch.

#### Skills and Experience required

- in sympathy with the aims of the Scottish Text Society
- experience in maintaining financial records of income and expenditure
- good accuracy and attention to detail
- communications skills including email, newsletters and other communications

The workload across the year is around 100 hours. The post comes with a fee currently set at £1500 pa, although this is under review. For more information about the Society see [www.scottishtextsociety.org](http://www.scottishtextsociety.org).

**To express interest, please email the Society's president, Professor Nicola Royan ([Nicola.royan@nottingham.ac.uk](mailto:Nicola.royan@nottingham.ac.uk)), outlining your experience and reasons for interest in the role by 7 March 2023. All applications will be considered by a panel drawn from Council, with online interviews; we hope to appoint by the end of March 2023.**