sheffield .digital

FREELANCE ADMINISTRATION ROLE

The board of Sheffield Digital are looking for someone to assist with our administration tasks on a freelance basis. We expect these tasks to take about 8 hours a week. Most of the tasks can be carried out at any time of the day.

We need someone who is highly organised and able to commit to carrying these tasks out reliably and consistently. These are important activities which keep our organisation running smoothly and which support our thriving community. We will, of course, provide training and support.

The budget available is £750 per month for an initial six month contract.

The tasks are detailed below.

Slack
- Receive join Slack requests, check and send invitations plus "welcome to Slack" email
- Monitor Slack for questions, problems, stuff to share, etc. and respond appropriately

Events
- Keep events calendar up to date - add appropriate non-tech or non-Sheffield events to Google Calendar and keep an eye on social media for interesting events
- Make sure Meetups are posting to the calendar and Slack correctly - contact organisers if not
- Keep monthly event slide up to date (weekly)

Memberships
- Track new individuals joining and say a personal thank you on Slack or by email
- Track individual membership renewal dates and remind if they are on annual rather than monthly
- Check Stripe for any failed card payments and email individual/company to check - sort out any issues
- Make sure memberships are displaying correctly on the website
- Track new company memberships and say thank you on Twitter
- Track company membership renewal dates and process accordingly (reminder, thank you, invoice etc.)
- Ask accountants to set up recurring invoices for those that request them (usually for VAT purposes)

- Track unpaid invoices in Xero and send reminders if needed
- Remove members who stop paying/fail to renew (after a decent interval)
- When new companies join, alert content person so that appropriate blog post can be created

Jobs
- Check for new job listings (daily)
- Preview new job listings - edit for style/grammar if needed, or go back to the poster if the content is unsuitable. Ensure twitter handle is correct and that logo will display well. Make sure "featured" is ticked if poster is SD member.
- Publish new listings (schedule for first thing on a weekday morning)
- Track non-member companies that are posting regularly and refer to the board for approach about becoming members
- Track jobs that expire and contact the poster to find out if they filled it or if they want to repost

Enquiries
Respond to email/Slack/Twitter enquiries as needed. This might involve:
- Adding an event to the calendar and/or highlighting in Slack
- Signposting to other organisations or community members
- Forwarding to appropriate board member for response / a meeting
- Making introductions
- Identifying a blog post opportunity and forwarding to appropriate content person

Accounts
- Refer any received invoices to a board member for payment.
- Liaise with our accountants (Shorts) to make sure Xero is reconciled and we are filing VAT returns and corporation tax returns on time - a board member will need to give the OK to VAT returns and the board as a whole to corporation tax
- Prepare a monthly report to the board on our finances
- Check Stripe at least once a week for any strangeness (failed transactions, duplicates, unusual amounts)
- Set up new customers on Xero and prepare invoices as needed (with assistance from accountants as required)
- Complete any supplier forms required by new customers

If you are interested in this opportunity, or have any questions, please contact us via email: info@sheffield.digital .