



Pali Text Society
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Founded 1881 by T.W. Rhys Davids
President: R.M.L. Gethin BA, MA, PhD

**Pali Text Society
Office Administrator (part-time)**

The Pali Text Society (PTS) is a charity formed in 1881 to promote the study of Pali texts. Its main activities are to publish and sell Pali texts, translations and related works, and to support scholarly research in Pali studies. For further details, see the PTS website: <https://palitextsociety.org>

The PTS invites applications from suitably qualified candidates for the part-time (25 hours a week) position of Office Administrator from 1 July 2023. The person appointed will take over from the current office administrator who will be vacating the position at the end of July. The appointment will initially be for a fixed term of two years, but with the possibility of an open-ended contract at the end of that period.

The main responsibilities of this position will be the day-to-day management of the PTS office. The PTS currently has a small office in Bristol where the officer administrator would be able to work, but the position would also be suitable for someone who would prefer to work from home, either in Bristol or elsewhere in the UK. Please note, however, that the position is only open to those who already have the right to live and work in the UK and whose primary residence is the UK. The PTS is an equal opportunities employer.

Responsibilities:

- Day-to-day management of the office: dealing with all correspondence and enquiries directed to the office (emails, telephone messages, letters); passing on correspondence as appropriate to other employees and officers of the Society; responding as occasion arises to general enquiries regarding the Society, Pali and Buddhism.
- PTS Book sales: recording and processing book orders; processing payments (credit cards, cheques, PayPal); forwarding relevant information to the PTS accountant and to our shippers; dealing with customer complaints and debtors.
- Administrative work: circulation of papers for the biannual meetings of the PTS Council and for the Society's AGM.
- Attending the biannual meetings of the PTS Council in London (and on occasion taking minutes).
- Organising hospitality for Council meetings as well as booking accommodation for invited speakers and managing reimbursements for travel expenses of Council members and speakers.
- Managing the Society's membership, including circulating to members membership renewal notices and the President's annual letter, and keeping an up-to-date membership list.
- Management of members' and other customers' (including trade customers') private data.
- Maintaining the Society's website, including updating pages as agreed with the President.

- Reviewing the monthly stock and sales report from the Society's distributors and liaising with the PTS publications officer and President concerning reprinting publications.
- Liaising with the PTS accountant. Forwarding invoices and sales information, keeping an eye on the PTS bank account, and dealing directly with payment of invoices as and when required
- Circulating information about new publications and reprints to PTS members and trade customers as well as posting notices on the PTS website/Facebook.
- Sending out review and legal deposit copies of PTS publications.

Relevant experience and skills

Essential

- Excellent working knowledge of Microsoft Office suite of applications, email, web and general office systems.
- Excellent knowledge of office procedures.
- Ability to manage information electronically through databases and spreadsheets; good level of numeracy.
- Ability to produce accurate work to deadlines, with attention to detail.
- Excellent planning and organisational skills
- Ability to be responsive and flexible in meeting the needs of the Society
- Ability to work independently and proactively and pursue areas of work with limited supervision.
- Ability to be discreet and protect confidentiality.
- Excellent verbal and written communication skills in order to be able to communicate with a range of people in a confident and personable way, tailoring the approach and style to the individual.
- Experience of working with and updating websites.

Desirable

- Some familiarity with early/Indian Buddhism.
- Some familiarity with Pali.
- Experience in a customer service role.
- Familiarity with LaTeX.

Relevant Qualifications

Essential

- Must have A-levels, HNC/HND, NVQ 3–4 or equivalent and considerable work experience OR Substantial work experience in a relevant role demonstrating general knowledge of an administrative practice.

Desirable

- First degree (BA, BSc, etc.)

Terms and conditions of employment

- The appointment will be for a fixed term of two years in the first instance, but with the possibility of an open-ended contract at the end of that period.
- This is a part-time position for 25 hours per week. The precise hours and days will be agreed with the President of the PTS upon appointment, but it is expected that the appointee will normally work (whether from home or in the PTS office in Bristol) between 10.00 am and 4.00 pm on four days a week, Monday to Friday.

- The salary will be in the range of £32,411–£36,333 a year (pro-rata for part-time assuming a 35-hour full-time week, i.e. £23,151–£25,952), depending on experience and qualifications.
- The annual leave entitlement is 25 days plus statutory public holidays; the timing of leave is to be agreed in advance with the President.
- The PTS uses the NEST (National Employment Savings Trust) pension scheme: www.nestpensions.org.uk
- During the first six months, the appointment may be terminated by either side with one month's notice in writing; thereafter the minimum period of written notice required by either side will be three months.

Applications

- Candidates should email a letter of application together with a CV to the PTS Office info@palitextsociety.org by 3 May 2023. Applications should include the names of two referees who may be approached (unless candidates specify to the contrary).
- It is expected that shortlisted candidates will be interviewed online during the week beginning 22 May 2023.
- Any further queries concerning this position should be emailed to the PTS Office info@palitextsociety.org