
Job description and person specification

Title: Team Administrator

We are seeking a motivated individual to take responsibility for a range of administrative activities in a small charity.

You will be responsible for providing administrative support across all aspects of the organisation's work, including diary management, the organisation of meetings and supporting the delivery of the SCONUL Access Scheme.

To be successful in your application, you will have relevant office or administration experience, be well organised and possess strong communication and IT skills. You'll be self-motivated, flexible and able to take initiative.

Excellent benefits are offered that include 30 day holiday allowance, defined benefit pension scheme, support with learning and development and season ticket loan after probation. You will be working as part of small, friendly and relaxed team in modern offices close to Euston Station.

Salary: £22k to £24k.

About SCONUL

The Society of College, National and University Libraries (SCONUL) represents all university libraries in the UK and Ireland, irrespective of mission group, as well as national libraries and many of the UK's colleges of higher education.

SCONUL promotes awareness of the role of academic libraries in supporting research excellence and student achievement and employability, and represents their views and interests to government, regulators and other stakeholders. It helps academic libraries collaborate to deliver services efficiently, including through shared services, and to share knowledge and best practice.

SCONUL members are the academic libraries themselves, with the heads of library service making up the Executive Board which is responsible for governance and for setting the strategy for the organisation. SCONUL also has four Strategy Groups which are responsible for ensuring that the academic library community is informed about, and engaged with, the major issues and challenges facing the library sector. They are supported by an Executive Director and office, engaged in policy development, lobbying and coordination and support.

SCONUL runs a number of services for members, including the SCONUL Access Scheme which allows students to use the libraries of member universities across the UK; and the events

Job description and person specification

programme which SCONUL provides for its members. This role provides scope for autonomy and to become involved in the full range of the organisation's work.

For more information about the organisation, please see our [website](#).

We organise approximately 15 – 20 meetings a month for Board members and SCONUL Groups, liaising with the offices of University Library Directors. In addition, we organise 10 members events year, including one major two and half day conference held in a major city in the UK or Ireland and a full day conference held in London in November or December.

Job description

Reporting to the SCONUL Coordinator and working closely with the Executive Director and Deputy Director, Services, the successful candidate will be responsible for:

- Organising the schedule of meetings for the SCONUL Board and SCONUL Working Groups
- Managing the diary of the Executive Director
- Supporting the delivery of the SCONUL Access Scheme including
 - answering routine queries from Access Scheme users, applicants and university administrators
 - providing SCONUL Access contacts with timely and relevant information about the scheme
 - providing routine technical support to applicants and university contacts responsible for processing applications and refer potentially more complex or disruptive technical problems to the Deputy Director, Services
 - Drafting changes to website content to reflect the scheme's current practice and procedures
- Supporting the delivery of SCONUL events including
 - drafting and following up invitations to speakers and other participants
 - managing and processing events registrations
 - booking accommodation and travel arrangements when required
 - production of event documentation
 - helping to manage events on site, including briefing and managing colleagues, volunteers and external suppliers, supporting, advising and directing event participants
- Processing invoices and other office paperwork
- Answering general queries from members and students phoned into the office.
- Uploading content onto the SCONUL website and helping keep the content up to date.

Skills and experience required

Job description and person specification

The ideal candidate will relish the opportunity of working as part of a small dynamic team and be an outgoing, flexible individual with a can-do attitude who enjoys engaging with members.

Essential:

- previous experience of office administration.
- strong interpersonal and presentation skills
- customer service skills including a positive, customer-focused approach
- strong organisational skills and an eye for detail
- excellent written skills in relation to the production of letters and other documents.
- a high level of IT literacy
- proven ability to work as both a team member and autonomously.
- demonstrable experience of managing a diverse workload; being able to prioritise work and working under pressure.

Desirable:

- degree level qualification
- experience of organising events.
- experience of using Sage
- experience of working with websites.

Contract: The Team Administrator post is a permanent, full-time position.

Location: This post is based in SCONUL's London office, but will involve occasional travel to other sites.

Background checks: Appointment is subject to receipt of satisfactory references.

How to apply:

Please send a CV and covering letter to Ann Rossiter, Executive Director of SCONUL, 94 Euston Street, London NW1 2HA or ann.rossiter@sconul.ac.uk by close of play on Sunday 18th December. The letter should explain why you believe you have the skills and experience to fulfil this role.

Interviews will be held on the 4th and 5th of January. Due to the high volume of CV's we anticipate receiving, we can only respond to successful candidates.