

Job Description Coordinator, Committees and Council



An excellent opportunity has arisen for a highly organised and motivated person to join our team. The **Coordinator, Committees and Council** is an integral role at the Society providing high quality administrative and committee support to the Chief Executive and Chair of Trustees.

The postholder will manage the annual schedule of Council and Trustee Board meetings by taking a proactive forward-looking approach to planning all logistics to ensure meetings run smoothly and professionally. They will confidently take personal responsibility to organise briefing meetings in advance with the CEO and Chair including drafting agendas and briefing notes.

They will be experienced in writing concise minutes and monitoring actions relating to key committees and particularly the Council and Trustee Board meetings and administer the professional delivery of other strategic and/or high-profile committees as required.

They will monitor and maintain up-to-date, accurate records of Trustee Board, Council and other committee members using the Society's CRM.

You will have the opportunity to work with senior leaders and intensive care professionals to ensure that the Society meets the needs of our beneficiaries and delivers impact on this high-profile national organisation.

To apply: submit your CV and a supporting statement of no more than 300 words explaining how you meet the essential and desirable criteria for the role.

We welcome applications from those wishing to work part time and/or flexible hours.

Intensive Care Society | 7-9 Breems Buildings | London | EC4A 1DT
T: +44 (0)20 7280 4350 E: info@ics.ac.uk W: www.ics.ac.uk

Patron: HRH, The Princess Royal

Intensive Care Society. A company limited by Guarantee. Registered No: 2940178 (England) registered office as above
Registered as a Charity in England and Wales No: 1039236 and in Scotland No: SC040052

Job Description

Coordinator, Committees and Council



Job title:	Coordinator, Committees and Council
Reporting to	Head of Standards and Policy
Salary	£28,000
Job purpose	This is a key role within the Society and will coordinate the delivery of all committees and board meetings involving the Chief Executive and Chair of Trustees.

Key accountabilities:

- Ensure the professional delivery of the annual schedule of Council and Trustee Board meetings
- Proactively arrange agenda planning meetings with CEO, Chair of Trustees and Heads
- Provide administrative assistance to the CEO
- Monitor Council and Trustee Board attendance, take minutes and circulate for approval and maintain action logs
- Plan and administer all end-to-end logistics for the Annual Away Day and Annual Members Meeting
- To administer Council, Trustee and Professional Advisory Group elections and manage third party providers who provide the voting process in collaboration with the Communications team.
- To administer all logistics including legal and CEO/SMT speakers for Trustee and Council member on-boarding, induction, and annual training
- Maintain a full contact list of Trustee Board members and Council members including appointment dates, term of office
- Working as part of the Policy and Standards team to:
 - administer committees related to ICS nominations
 - take minutes of other committees, working groups and board meetings as needed
 - administer our consultation processes by sending out documents to key stakeholders and collating responses for internal review
- Responding to emails and drafting letters on behalf of CEO and Chair as requested.
- Setting up and managing Microsoft SharePoint team pages
- Administer the process to ensure we review and maintain the ICS Articles and Regulations for the Society and review of Terms of Reference for key committees
- Liaise with finance to ensure invoices and expenses are dealt with promptly and efficiently in line with finance policy and procedures.

Other

- To model the Society's values and work in accordance with the Society's policies
- Undertake any other such duties as may be reasonably required, consistent with the nature of the post

Person specification - Knowledge, skills, and experience

Working with CEO, Trustee Board, Council and Committees

Intensive Care Society | 7-9 Breems Buildings | London | EC4A 1DT
T: +44 (0)20 7280 4350 E: info@ics.ac.uk W: www.ics.ac.uk

Patron: HRH, The Princess Royal

Job Description

Coordinator, Committees and Council



Essential

- Excellent senior administrative and organisational skills
- Experienced in proactive planning and administering logistics, agendas and managing meetings across a wide range of workstreams
- Experienced committee coordinator and minute taker
- Working collaboratively with senior professionals
- Clear and effective written and verbal communication skills
- Expertise in Microsoft 365, including Sharepoint
- Experience in setting up virtual meetings using MS Teams and Zoom

Desirable

- Experience working in a membership organisation
- Experience working in health-related field giving an understanding of NHS terminology
- Knowledge of relevant legislation for small charities
- Experience working in a charity and managing Council and Trustee Board meetings

Behaviours

Essential

- Alignment with Society's core values:
 - Collaboration
 - Freedom of expression
 - Accept and Respect
 - Quality
- Work flexibly and collaboratively across boundaries to deliver positive outcomes for all parties
- Self-motivated and achievement oriented
- A positive, professional, and pro-active attitude
- Diligent with an eye to detail
- Discretion and experience working with confidential matters

Intensive Care Society | 7-9 Breems Buildings | London | EC4A 1DT
T: +44 (0)20 7280 4350 E: info@ics.ac.uk W: www.ics.ac.uk

Patron: HRH, The Princess Royal