



Job description – Admin Officer

Mercian Staff Development Group

Role

To assist the Chair of the Mercian Staff Development Group (MSDG) with admin tasks in support of the activities of the group.

The Admin Officer will rotate every two years and be chosen by MSDG members.

Key responsibilities

1. To take minutes for the three MSDG meetings per annum (and any additional Officer meetings) and circulate
2. Organise and circulate details of MSDG meetings, including liaising with host institution
3. To assist the Collaboration Officer with providing information for termly marketing shots.
4. To ensure event organisers provide relevant follow up information for events.
5. With support of the Collaboration Officer, to ensure relevant guides, policies and documentation pertaining to the group are kept up-to-date including the contact list.
6. Manage MSDG buddy scheme, including matching buddies.

Time commitment

1. The Admin Officer will be expected to attend three group meetings a year at member institutions or online.
2. The Admin Officer will be expected to attend and take minutes for additional online MSDG Officers meetings as needed.
3. The Admin Officer will be expected to undertake administrative tasks requiring a commitment of x hours per annum.

Knowledge & Experience

1. The post holder will be a member of the MSDG and will have some responsibility for staff development at their member institution.
2. They will be confident with relevant IT, have excellent organisation, administrative and communication skills.