**Governance & Committees Officer**

**Job description**

**Salary:** £25,000 - £30,000 (dependent on experience), plus generous pension scheme

**Term:** Permanent

**Line manager:** Governance Manager

**Background:** The Royal Statistical Society (RSS) is a membership organisation dedicated to promoting the understanding and use of statistics for the public good.

We are looking for somebody with strong administrative skills to provide support for our board of trustees and other committees. The postholder will work closely with the Governance Manager and Head of Policy to develop meeting agendas. They will be responsible for circulating meeting papers and taking accurate minutes. The postholder will also serve as a key point of contact for staff and volunteers, and will co-ordinate an annual calendar of reports and activities.

We are seeking a candidate who has excellent organisational and time management skills, and good attention to detail. The successful applicant will also have strong written communication and interpersonal skills. The RSS has a friendly, approachable and professional staff, and we are looking forward to welcoming the new postholder into our team.

**The bulk of the work can be carried out either from home or from the office, so the postholder does not need to be based in London.**

**Pension and benefits:** Our defined contribution pension scheme can be joined after three months in post. Your contributions of up to 8% of salary will be double matched by the Society (making a maximum contribution by the Society of 16%). A training budget, season ticket loan, cycle to work scheme and employee assistance programme are also available.

**Location:** The RSS office is located in central London, close to Moorgate and Old Street tube stations. The postholder would not need to be based in London, but would need to be able to travel to the office for at least twelve meetings per year. The RSS office currently has restricted opening times due to Covid-19, but once the office re-opens fully, full-time deskspace would be available if desired by the postholder.

**Working hours:** 35 per week full-time. Applications for job shares, part-time and flexible working will also be considered.

**Holidays:** 25 days per annum, plus bank holidays and an additional close down between Christmas and New Year.

**Probation:** This post is subject to a six month probation period.

**Job purpose:** Providing administrative support for the Royal Statistical Society’s governance and policy work. Supporting committees, and co-ordinating an annual calendar of reports and activities.

**Main duties:**

* To set up and coordinate meetings of various RSS committees, advisory groups and working groups:
* Working with relevant managers to plan agendas, and ensuring that staff and members provide papers in a timely manner. Producing collated papers and writing Chair’s briefs. Liaising with the senior member of staff responsible for the relevant group.
* Making logistical arrangements for meetings and certain events, and corresponding with members. Processing members’ meeting expenses.
* Updating governance committee mailing lists, collating conflict of interest documentation and managing governance vacancies.
* Taking accurate minutes of meetings, and ensuring that associated actions are followed through.
* Co-ordinating the Society’s annual processes for planning and reporting on activities, including the Annual Report, Annual Review and Activity Plan.
* Managing the annual election of new Council members. To include:
* Ensuring that the call for nominees is widely publicised to members.
* Assisting the Chief Executive, Executive Committee and Council with agreeing a shortlist of candidates to approach.
* Working with candidates and an external agency to agree the content of election materials, and ensuring that the election is well publicised.
* Facilitating the induction of newly elected Council members.
* Assisting with administering and communicating with extended policy networks (such as the National Statistics Advisory Group Network and Covid-19 Task Force), using project management tools such as Basecamp and Slack.
* Administering the Society’s Annual General Meeting (AGM). To include:
* Working with the conference team to co-ordinate the logistics.
* Ensuring that the AGM invite is widely publicised, and that the agenda and papers are made available in good time.
* Writing the Chair’s brief and minutes.
* Co-ordinating the work of the President Nominating Committee. Recruiting committee members on the basis of the criteria laid out in the Society’s regulations and managing meeting logistics.
* Monitoring shared inboxes and forwarding or actioning messages as appropriate.
* Working with relevant staff on communications around governance, including news from Council and volunteer opportunities.
* Working effectively with Society trustees and key volunteers. Serving as a key point of contact.
* Undertaking such other duties as may be assigned from time to time.

**Person specification:**

**Essential**

* Excellent organisational and logistical skills, to organise committee meetings and circulate papers in a timely and reliable manner
* Ability to manage own time
* Good attention to detail and proofreading skills
* Diary management skills
* Effective interpersonal skills, able to earn trust of committee chairs and members
* Good written communication skills, able to take clear and effective minutes
* Discretion and ability to maintain confidentiality where needed

**Desirable**

* Interest in or experience of statistics, research, or other aspects of the Society’s work