

JOB DESCRIPTION

Job Title: Committee Coordinator

Department: Junior Bursar's Office

Reports to: Junior Bursar

Purpose of role:

The Committee Coordinator at Trinity College, Cambridge, serves as a pivotal administrative figure within the Junior Bursar's Office. The role primarily involves the efficient coordination and management of various committees chaired or overseen by the Junior Bursar, ensuring smooth functioning, compliance with terms of reference, and timely execution of tasks. Additionally, the Committee Coordinator supports the Junior Bursar in policy development, budget management, risk management and office line management responsibilities.

Key accountabilities:

Administer and facilitate the activities of the committees chaired or overseen by the Junior Bursar, including:

- Ensuring terms of reference are in place for each meeting and are complied with.
- Establish meeting structures to ensure the timely consideration of all appropriate material throughout the year, making sure that both business-as-usual and project activity is considered and approved in a timely and effective manner.
- Establish and manage a meeting framework to enable timely co-ordination and preparation of agenda and papers for discussion or agreement.
- Create and write papers across the breadth of the Junior Bursar's responsibilities.
- Recording accurate minutes during meetings.
- Follow-up on action items and tasks assigned during meetings.
- Maintaining efficient filing systems for committee documentation to support the good working of the Junior Bursar's Office, the Fellows and staff of the College and in compliance with GDPR regulations.

Provide support for the meetings where the Junior Bursar is a member, including:

- Assisting in the preparation of materials and papers.
- Ensuring timely delivery of actions and tasks.
- Maintaining efficient filing systems for committee documentation to support the good working of the Junior Bursar's Office and in compliance with GDPR regulations.

Develop, draft, revise and deliver policies across the breadth of the Junior Bursar's responsibilities, ensuring:

- Ensuring that the relevant policies to comply with statute, regulation and good practice for the administration of the Junior Bursar's areas of responsibilities are in place.
- Policies are up-to-date and aligned with regulatory standards.
- Regular reviews are conducted to assess policy effectiveness.
- Maintaining efficient filing systems for policy documentation to support the good working of the Junior Bursar's Office, enable access across the College and in compliance with GDPR regulations.

Manage budgets allocated to the Junior Bursar's responsibilities, including:

- Monitoring expenditure against budgetary allocations.
- Providing financial reports and recommendations as needed.
- Providing support and advice on other budget allocations, spend and reporting across the breadth of the Junior Bursar's areas of responsibility.

Implement and manage risk mitigation strategies within the Junior Bursar's Office, including:

- Identifying potential risks related to administrative processes, committee activities, policy implementation and across the breadth of the Junior Bursar's responsibilities.
- Developing and implementing measures to minimize or eliminate identified risks.
- Regularly reviewing risk management procedures and making recommendations for improvements.

Line manage two administrative staff members, including:

- Supervising daily tasks and workflow.
- Conducting performance appraisals and providing feedback.
- Facilitating training and development opportunities.

The College reserves the right to make reasonable changes to the duties and requirements in the job description, which may be necessary to meet the changing needs of the role or to reflect the latest technology or best practice.

PERSON SPECIFICATION

Criteria	Description
Knowledge and Experience	<ul style="list-style-type: none"> • Proven experience in administrative roles, preferably within an academic or institutional setting. • Experience in budget management and policy development is desirable. • Previous experience in staff management or supervision is an advantage.
Skills	<ul style="list-style-type: none"> • Strong organizational skills with the ability to multitask and prioritize effectively. • Excellent written and verbal communication skills. • Proficiency in Microsoft Office suite and other relevant software applications. • Attention to detail and accuracy in record-keeping. • Ability to work independently and collaboratively within a team.
Qualifications	<ul style="list-style-type: none"> • Bachelor's degree or equivalent qualification.

EMPLOYMENT DETAILS

Rate of Pay:	£50,000 per annum.
Hours:	36.25 per week, Monday to Friday.
Probationary Period:	6 months.
Holiday:	25 working days per annum plus 8 public holidays.
Meals:	Free lunch is provided for staff whose duties cover this period when working in College.
Pension scheme:	A pension scheme, which complies with the requirements of the Occupational and Personal Pension Schemes Regulations for auto-enrolment, will be available after three month's service. All staff will become members unless they choose to opt out.
Private Health Care:	Membership of a free health care and a dental care scheme are available. Staff are able to join the schemes after successful completion of their probationary period, subject to eligibility. This is a taxable benefit.
Gym:	Membership of the College gym is available for a modest fee. Inductions are compulsory.
Sports & Social Club:	The Trinity College Staff Sports and Social Club, run by a committee of staff, offer regular outings to places of interest, and organises functions including a Christmas event.
Cycle to work Scheme:	A tax-free benefit allowing you to spread the cost of a new bike, including either a pedal bike or an e-bike, and equipment for it, over 12 months, maximum limits apply after successful completion of their probationary period, subject to certain limitations.
Employee Assistance Programme:	To support staff emotional and physical wellness, we provide free access to an employee assistance scheme, available 24/7. This is a free and confidential telephone and web based information and support service providing staff with access to professional consultants and counsellors.
Childcare:	Access to a workplace nursery, subject to places being available.
College Punts:	Use of College punts at a subsidised rate.
Access to College:	The College is unable to provide parking on site. Access to and parking in the City Centre is becoming increasingly difficult. The City Council has provided several Park and Ride sites around the city outskirts, with regular bus services. Many members of staff cycle to work and the College may be able to provide covered cycle parking.