

About the role

We are seeking an enthusiastic team administrator to join our small, friendly and relaxed team at SCONUL, the professional association for academic and research libraries. The team currently works two days a week from our modern offices close to Euston station and three days a week from home.

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. It's a role that provides scope for autonomy and to become involved in the full range of the organisation's work and to develop a broad set of skills.

We are looking with someone with relevant office or administration experience who is well organised and with strong communication and IT skills. The role would suit someone who is self-motivated, flexible and happy to take the initiative.

This is a full-time, permanent post. 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.

SCONUL is committed to fostering greater diversity in the library community and has an active programme promoting equity, diversity and inclusion across our member libraries. The same applies to the SCONUL office team and we welcome applications from people of all backgrounds, particularly encouraging applications from the global majority.

Starting salary: £24,000

Employer: SCONUL (The Society of College, National and University Libraries)
94 Euston Street
London NW1 2HA

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

Location: This post is based two days a week at SCONUL's London office with the remainder of the time working from home. It will also involve occasional travel to other sites.

References: Appointment is subject to receipt of satisfactory references.

About SCONUL

The Society of College, National and University Libraries (SCONUL) is a professional association representing all university libraries in the UK and many in Ireland, as well as national libraries and other research and specialist libraries.

SCONUL members are the academic and research libraries themselves, with the leaders of the library services making up the Executive Board which is responsible for governance and for setting the strategy for the organisation. SCONUL also has working groups which help ensure that our community is informed about, and engaged with, the major issues and challenges facing the sector. SCONUL's strength is our members commitment to and engagement with the sector and this makes for a warm, welcoming and supportive working environment.

Our role is to support our members through providing a range of services; virtual and face-to-face events and by sharing information. We promote awareness of the good work that libraries do in supporting research excellence and student achievement and employability. We represent their views and interests to government, regulators and other stakeholders. We also help academic libraries collaborate to deliver services efficiently, including through shared services, and to share knowledge and best practice.

SCONUL runs a suite 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 programme which SCONUL provides for its members. We organise approximately 15 – 20 meetings a month for Board members and SCONUL groups. In addition, we organise a range of member events each year, some virtual and some face-to face.

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

Job description

Reporting to the Deputy Director and working closely with the Project Manager and SCONUL Co-ordinator, 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
- 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 with support from the Project Manager
 - 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

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
- willingness to engage with SCONUL’s purpose and mission, and with the needs and aims of our members

- demonstrable experience of managing a diverse workload; being able to prioritise work and working under pressure.

Desirable:

- experience of organising diaries
- experience of organising events
- experience of using Sage
- experience of working with websites.

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 24 February. The letter should explain why you believe you have the skills and experience to fulfil this role.

For further information about the role, please contact SitMui Ng at sitmui.ng@sconul.ac.uk.

Interviews are scheduled for 6 and 7 March although we note that should train strikes or other disruption may mean we need to look at alternative dates. Due to the high volume of CV's we anticipate receiving, we can only respond to successful candidates.