



## Fellowship and Engagement Officer: Further Particulars

Applications are invited from suitably qualified persons for the post of **Fellowship and Engagement Officer**. The person appointed will be an employee of the **Learned Society of Wales** and will be based at the Society's office in Cathays Park, Cardiff. The person appointed will form part of the Society's Secretariat team working alongside the Clerk to Council, Senior Executive Officer, Finance and Administration Officer and **reporting to the Chief Executive**.

**This is a fixed-term appointment, for a period of two years** (with the possibility of extension) from the date of appointment on an incremental Higher Education salary scale of Grade 5.

The date of commencement will be 1 May or as soon as possible thereafter.

<b>Salary:</b>	Higher Education salary scale (Grade 5: £25,298 to £29,301), depending on experience and relevant skills.
<b>Pension:</b>	The post-holder may join the LSW pension scheme with the LSW contributing 5% of gross salary into the scheme each month.
<b>Employment terms:</b>	This is a full-time position, currently funded for 2 years but with scope for extension. A 3 month probationary period will apply.
<b>Hours:</b>	5.0 days per week (35 hours), worked between Monday-Friday – appointee will agree working pattern with the Chief Executive. (Usual Office hours are 8.45am – 4.45pm).
<b>Annual leave:</b>	25 days (plus 8 statutory public holidays and 7 customary days).
<b>Travel:</b>	Occasional travel to project events may be required (and costs will be reimbursed), but the role is largely office-based.
<b>Manual Handling:</b>	Occasional manual handling duties will be required when attending events and meetings (e.g. carrying banners, marketing literature and committee papers).

### Method of application

Applications should be made using the application form. The form may, if the applicant wishes, be supplemented by a letter and curriculum vitae. All applications should be addressed to **Professor Peter Halligan**, Chief Executive, [halliganpw@lsw.wales.ac.uk](mailto:halliganpw@lsw.wales.ac.uk), The Learned Society of Wales, The University Registry, King Edward VII Avenue, Cathays Park, Cardiff CF10 3NS. Applications must be received by 12pm Wednesday 22 March 2017.

The Society reserves the right to consider persons other than those who have submitted applications and it reserves the right to close the vacancy early if sufficient suitable applications is received.

Persons requiring further information about the post are invited to contact Professor Peter Halligan, (029 2037 6951) for an informal discussion.

Interviews for the post will be held in Cardiff during the week beginning **27 March 2017**.

Please note that all Applicants not called for interview within two weeks of the closing date should consider their application to have been unsuccessful. **Please also note that the Society does not provide feedback for candidates not shortlisted for interview.**

**The Learned Society of Wales (LSW)** is an independent, all-Wales, self-governing, pan-discipline educational Royal Charter charity, providing public benefit including expert scholarly advice on a variety of public policy issues related to science, engineering, medicine, arts, humanities and social sciences.

Established in 2010, the Society draws upon the considerable strengths of over 425 distinguished Fellows based in Wales, the UK and beyond.

The Society, Wales's first national scholarly academy, aims to establish itself both as a recognised international representative of the world of Welsh learning, and as a source of authoritative, scholarly, and critical comment and advice on policy issues affecting Wales.

The Mission of the Learned Society of Wales is to:

- Celebrate and encourage excellence in all of the scholarly disciplines including the professions, industry and commerce, the arts and public service;
- Promote the advancement of learning and scholarship and the dissemination and application of the results of academic enquiry and research; and
- Act as an independent source of expert scholarly advice and commentary on matters affecting the wellbeing of Wales and its people.

For more information, visit the website: <https://www.learnedsociety.wales/>



## **FELLOWSHIP AND ENGAGEMENT OFFICER**

The Fellowship and Engagement Officer will provide a professional and friendly point of contact for fellowship and public enquiries and will be responsible for providing support to the Chief Executive and Secretariat of the Learned Society of Wales (LSW), and to its Officers and Fellows in respect of the wide range of functions carried out by the Society and the development and implementation of its administrative procedures and systems.

This is a key role within the LSW's small team. The post holder is expected to be a proactive self-starter with solid judgement, the ability to operate independently with high levels of autonomy and engage effectively and flexibly with Fellows, external partners and stakeholders as and when required.

### **The Role**

#### **Fellowship Nominations and Election**

The principal duties will be:

- To be responsible for the effective administration of the Society's Fellowship nominations and election cycles (both 'Ordinary' and 'Honorary'). This to include:
  - Issuing and co-ordinating the annual call for nominations
  - Registering new candidates and updating information on existing fellows
  - Administering peer review of all candidates
  - Preparing and issuing information to Scrutiny Committee Chairs and members
  - Managing contact with the Chairs and Members of the Scrutiny Committees which includes scheduling and supporting meetings, including preparing papers, briefings and reports as required
  - Assisting the committees in the selection of referees
  - Managing contact with referees which will include: Inviting referees to review a candidate, Responding promptly to queries and Chasing for responses
- To co-ordinate the membership and meetings of the Society's academic scrutiny committees, including liaising with the Society's Vice-Presidents.
- To regularly review the Society's election procedures, guidelines and governance with the **Clerk** and suggest recommendations for improvements and best practice.
- To organise and oversee the admission of new Fellows.

#### **Fellowship**

The principal duties will be:

- To be responsible for maintaining a database of existing Fellows and candidates for Fellowship including inputting data, controlling quality, analysing data and compiling reports on Fellows and candidates as required.
- To be the primary point of contact for Fellows and external colleagues on all aspects of the Fellowship whilst ensuring effective, sensitive and accessible communication between the Society and its Fellows, both verbally and through appropriate correspondence.
- To support the organisation and administration of the Society's Annual and other General Meetings and of its Council and other committees with other staff (including the preparation and drafting of agenda papers and minutes, in particular of the Special Meeting of Council normally held in March of each year at which the Council approve its final list of nominees for the Fellowship).
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- To monitor and ensure all actions arising from Committees relating to Fellowship are progressed in a timely manner.
- To draft press releases e.g. announcing new Fellows and Fellow awards.
- To be responsible for the monitoring, and statistical analysis of the database of Fellows and Candidates.
- To update and maintain the relevant pages on the Society's webpage.

### **Engagement**

The principal duties will be:

- To engage the Fellows in the work and mission objectives of the Society.
- To be responsible for co-ordinating and monitoring the payment of Fellows' Subscriptions and Admission Fees, with the assistance of the **Finance and Administrative Officer**.
- To be responsible for ensuring effective, sensitive and accessible communication between the Society and its Fellows, both verbally and through appropriate correspondence (e.g. the Society's newsletter and the relevant sections of its website).
- To support the organisation and administration of the Society's Annual General Meeting with other colleagues (and in particular preparing the Admission of New Fellows, printing of certificates for New Fellows and the Fellows' dinner) and any other General Meeting.
- To support the **Senior Executive Officer** with the organisation and publicising of public lectures, meetings, conferences, outreach and other events (including attendance at such events and the transportation, assembly and dis-assembly of display materials).
- To assist the **Senior Executive Officer** with updating the Society's website, social media and other marketing materials.

The Fellowship and Engagement Officer may also be required to carry out such other duties (including covering for colleagues who are ill or on holidays) as may reasonably be requested by the Society's Chief Executive.



## Fellowship and Engagement Officer: PERSON SPECIFICATION

Criteria		Essential	Important Consideration
<b>Qualifications</b>	A good general level of education (a degree <u>or</u> equivalent professional membership /experience).	√	
<b>Knowledge, Skills and Experience</b>	Experience of administration, preferably in a higher education or other public sector organisation.	√	
	Good IT literacy (including evidence of competence with MS Office, particularly Word, Excel, Access and Outlook).	√	
	Experience of event management and organisation, including large public events.		√
	Experience of working within a membership organisation.		√
	Experience of writing reports committee papers and minutes.	√	
	Excellent organisational skills with a willingness to accept responsibility and work independently and collectively.	√	
	Experience of WordPress or similar website management (training will be provided).		√
	Excellent verbal and written communication skills (in particular the ability to provide accurate and coherent information as and when required) along with excellent presentational skills.	√	
	The ability to work accurately and efficiently under pressure to fixed deadlines with minimal supervision while maintaining exemplary attention to detail to ensure accuracy.	√	
	The ability to use initiative to prioritise a range of tasks independently and to be proactive in solving problems and in making suggestions/ recommendations for improvement.	√	
	A general interest in education, learning and current affairs.		√
	Strong written and spoken Welsh.		√
<b>Personal Qualities</b>	Excellent interpersonal skills, confident and friendly with an ability to develop effective working relationships with people at all levels (in particular the ability to work within a small, busy team).	√	
	Self-motivated and driven with the ability to work well under pressure.	√	
	A discreet attitude towards sensitive and confidential information.	√	
	Excellent analytical and organisational skills.	√	
	A willingness to undertake a wide range of tasks, some routine, others more challenging and an enthusiasm to administer a diverse workload.	√	
	Confident in presenting effectively to individuals and groups.	√	
	Professional, courteous and diplomatic.	√	
<b>Other</b>	Willingness to travel to venues across Wales for occasional events (some of which will require overnight stays away from home).	√	
	Possession of a valid driving licence.		√
	Physical capability to transport, assemble and disassemble display materials and exhibition stands and to carry out other manual duties as required.	√	



## **FELLOWSHIP AND ENGAGEMENT OFFICER: CONDITIONS OF APPOINTMENT**

The following conditions will govern the appointment:

1. The appointment is subject to the provisions of the Byelaws of the Learned Society of Wales.
2. The post is offered on an incremental salary scale of £25,298 to £29,301 *per annum*. Progression through the scale will be subject to annual review of performance. The first date on which the person appointed will be eligible to be considered for progression will be 1 August 2018.
3. The contract is a **fixed-term appointment** (for two years from the date of appointment). The appointee will be an employee of the Learned Society of Wales and the post will be based at the Society's office in Cathays Park or Park Place, Cardiff.
4. The Society's normal daily hours of work are 8.45a.m. to 4.45p.m. Monday to Friday, with a one hour lunch break per day. The contracted hours of work for the post holder will be 35 hours per week. However, the person appointed will be required to work such hours as are necessary to carry out the duties and responsibilities of the post and will occasionally be required to work during evenings and at weekends.
5. The annual leave entitlement will be 25 days plus 8 statutory and 7 customary days of holiday. The leave year is 1 January to 31 December inclusive. Annual leave must be taken at times agreed by the Society's Chief Executive.
6. The person appointed may not undertake any other employment or appointment involving significant calls upon his/her time or energies without the expressed permission of the employer.
7. In the event of incapacity through illness, the successful candidate will be entitled to payment in accordance with a scale outlined in the contract.
8. The appointment will be made subject to the receipt of satisfactory references and proof of educational, professional, vocational, etc. qualifications specified by candidates on the application form.
9. Confirmation of the appointment will be subject to the satisfactory completion of a **3 month** probationary period.
10. The appointment may be terminated by not less than **2 months'** notice in writing by either side.
11. It is not a condition of employment in the Society that staff should be members of a trade union but the person appointed will be free to join an union of his/her choice.