



# Fellowship Assistant

## Application pack

### About the Society

The Learned Society of Wales (LSW) is Wales' national academy. We champion excellence across all academic fields and beyond. We use the knowledge of the Society's experts to promote research, inspire learning, and provide independent policy advice.

A Royal Charter charity with nearly 500 Fellows, LSW is highly regarded as an authoritative, independent, and credible voice in Welsh public life.

We have recently started to deliver the Society's new five-year strategy. This focuses on four key objectives for the Society:

- 1. Champion research**  
Deliver high-quality events, celebrate excellence, and offer platforms for early-career researchers
- 2. Contribute expertise**  
Coordinate expert responses to consultations, support evidence-based policymaking, and harness our expertise to 'lead the conversation' in key areas
- 3. Promote learning and debate**  
Communicate our Fellows' achievements, support schools and colleges, and develop public discussion of important issues
- 4. Develop the Fellowship**  
Increase Fellows' involvement in our work, elect a wider range of Fellows, and work with organisations that promote diversity

### About this post

The role of the **Fellowship Assistant** is essential to the smooth running of the Society's annual work programme. The key purpose of the role is to provide support for our election processes, which include the election of new Fellows and awards of Medals. The Assistant will ensure that candidates and Fellows receive a highly professional service, and that election processes are robust, effective and efficient.

The post-holder will undertake a variety of other administrative and support functions for the Society. These will vary during the course of the year, and will include maintaining our contacts database, preparing statistics for committees, supporting our events, and a range of data entry and desk research tasks.

The Officer will be based at the Society's office in Cathays Park, Cardiff.



# THE LEARNED SOCIETY OF WALES CYMDEITHAS DDYSGEDIG CYMRU

THE NATIONAL ACADEMY – CELEBRATING SCHOLARSHIP AND SERVING THE NATION  
YR ACADEMI GENEOLAETHOL – YN DATHLU YSGOLHEICTOD A GWASANAETHU'R GENEDL

## Key facts about this role

<b>Salary</b>	<p>Starting salary: £19,202 pro rata</p> <p>The post is offered on an incremental salary scale of £19,202 to £21,414 pro rata. Progression through the scale will be subject to annual review of performance. The first date on which the appointee will be eligible to be considered for progression will be 1 August 2020.</p>
<b>Pension</b>	<p>The post-holder may join the LSW salary sacrifice pension scheme, with the employer and employee each contributing up to 5% of gross salary into the scheme each month.</p>
<b>Line manager</b>	<p>Senior Executive Officer</p>
<b>Employment terms</b>	<p>This is a part-time, fixed term position for 2 years from the date of appointment. An extension may be possible, subject to the Society's written confirmation.</p> <p>Confirmation of the appointment is subject to satisfactory completion of a 3-month probationary period. Following confirmation, the appointment may be terminated by not less than 2 months' notice in writing by either side.</p>
<b>Hours</b>	<p>2 days (14 hours) per week, usually worked between Monday-Friday. There is scope for flexible working; the pattern of hours will be agreed with the line manager prior to commencement. The appointee will occasionally be required to work during evenings and weekends.</p>
<b>Annual leave</b>	<p>The basic leave allowance is a pro rata proportion of 25 days, to be taken as agreed with the line manager. In addition, the Society provides:</p> <ul style="list-style-type: none"><li>• A pro rata proportion of 3 customary days, on days agreed by the Chief Executive each year</li><li>• 8 public holidays and 4 fixed customary days</li></ul>
<b>Travel</b>	<p>Occasional travel to meetings and events will be required (and costs will be reimbursed), but the role is largely office-based.</p>
<b>Other allowances</b>	<p>The Society provides enhanced sick pay and maternity pay that exceed the statutory minimum. Details are provided in the staff handbook.</p>



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## Application process

- Applications must be made using the official LSW application form. Please provide all relevant information on the form, as we will not consider CVs or cover letters as part of your application. You must demonstrate how you meet each of the essential criteria in the Person Specification. You should ensure that the final document is saved in Word or PDF format.
- Please also complete the Equal Opportunities Monitoring Form. This form will not be considered as part of the application process and will be treated in accordance with the General Data Protection Regulations (2018).
- Please email your application and Equal Opportunities Monitoring Form to **Martin Pollard, Chief Executive** ([mpollard@lsw.wales.ac.uk](mailto:mpollard@lsw.wales.ac.uk)) by **12.00 noon on 7 February**. If you do not have access to email, you may post your application to: Martin Pollard, Chief Executive, Learned Society of Wales, The University Registry, King Edward VII Avenue, Cathays Park, Cardiff CF10 3NS.
- We will send an email acknowledgement to all applicants. If you do not receive an acknowledgement before 09.00 on 8 February, please contact us. We cannot be held responsible for applications that do not reach us, or that arrive after the deadline.
- If you are shortlisted for an interview, we will contact you directly. **Interviews for the post will be held in Cardiff during the week beginning 18 February**. If you have not been invited to interview within three weeks of the closing date, please consider your application to be unsuccessful.
- The appointment will be made subject to the receipt of satisfactory references. No references will be taken up until a provisional offer of employment has been made.
- For further information about the post, please contact Martin Pollard ([mpollard@lsw.wales.ac.uk](mailto:mpollard@lsw.wales.ac.uk)) to arrange an informal discussion.
- Please note that the Society does not pay for travel expenses for those attending interview (unless they relate to reasonable adjustments).
- The Society reserves the right not to appoint if we determine that none of the candidates meets the required standard.



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## Key responsibilities of the role

The responsibilities of the Fellowship Assistant fall into the following three categories.

### Support for the Society's Fellowship election process

Specific responsibilities may include:

- Compiling and filing paperwork for nominations received
- Registering new candidates on the Society's database, and updating information on repeat candidates
- Administering peer review of all candidates – this includes collation of suggested assessors' names, inviting assessors, recording their responses, and circulating/chasing relevant paperwork
- Supporting the pre-meeting work of Scrutiny Committees by distributing paperwork and assisting with follow-up communications
- Supporting Scrutiny Committee meetings by preparing materials and making other practical arrangements
- Preparing and sending ballot papers to Fellows, and sorting/filing completed ballots
- Organising and overseeing the admission of new Fellows – this includes preparing and sending letters and certificates, and working with the Clerk to ensure appropriate arrangements for the Society's AGM
- Answering administrative enquiries throughout the process, and referring more technical enquiries to the Clerk as appropriate
- Contributing to the review of the Society's election procedures, guidelines and governance with the Clerk and suggest recommendations for improvements and best practice

### Support for the Medals awarding process

Specific responsibilities may include:

- Receiving and processing nominations for Medals
- Supporting Medal Award Committees meetings by preparing materials and making other practical arrangements
- Preparing and sending letters to successful awardees
- Preparing certificates for the awardees
- Supporting the organisation of the medal award ceremony

### Other activities to support the Fellowship or staff team

This may include:

- Maintaining the Society's database of Fellows and other contacts
- Preparing statistics on the Fellowship for AGM/Council and Committee meetings

- Supporting the delivery of LSW events and meetings, e.g. processing registrations, organising venues/catering, promoting events, front-of-house support, collecting/analysing feedback
- Desk research to support LSW project proposals, funding bids etc.
- Data entry and data processing tasks

The Officer will be required to take part in regular one-to-one meetings with the line manager to check progress on targets.



## Person Specification

*Please ensure that when you complete the Supporting Statement section of the application form, you demonstrate how you fulfil each of the criteria marked Essential (and those marked Desirable where possible).*

	<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>
<b>Knowledge and experience</b>	Demonstrable experience in administrative work, such as paperwork, data processing, sorting and filing	✓	
	Experience in a client/customer facing role that required strong interpersonal skills	✓	
	Experience of working on multiple tasks to tight deadlines	✓	
	Experience in desk research and preparing reports		✓
<b>Skills, abilities and attitude</b>	Strong IT skills, especially using Microsoft Office applications	✓	
	Excellent organisational skills, including the ability to work to deadlines	✓	
	Excellent English language communications skills (both oral and written) and inter-personal skills	✓	
	Ability to communicate orally and/or in writing through the medium of Welsh		✓
	Ability to work effectively as a member of a team, and ability to work under pressure	✓	
	Enthusiastic and self-motivated, with a positive attitude and a flexible approach to work	✓	
	Ability to work to high standards of accuracy and follow instructions carefully	✓	
	Ability to maintain confidentiality	✓	
	A positive attitude to the aims and missions of the Society	✓	
<b>Other</b>	Ability to work flexibly and travel to occasional events across Wales	✓	