



CYMDEITHAS DDYSGEDIG CYMRU
THE LEARNED SOCIETY OF WALES

Application Pack – Administrative Assistant

Part-time: 15hrs per week to
be worked over 4-5 days

Fixed term: 1 year from
appointment

Grade B: £25,178 – £27,241
(pro-rata)

We are seeking a motivated and efficient Administrative Assistant to join our growing and welcoming organisation. This is an exciting opportunity to support the delivery of a wide range of activity across Wales' political, public and academic life. The role also includes support for meetings, communications, and other areas within LSW as they develop. As such, it offers a great all-round experience, whether for an experienced administrator or someone looking to develop their career.

This flexible, part-time role is fixed term for one year in the first instance and will provide essential support to our small and friendly team – enabling us to deliver our ambitious five-year strategy to benefit Wales. We are looking for someone who is adaptable, supportive and organised. For an Assistant-level role we do not expect you to have substantial previous work experience, but we are looking for a self-starter with a keenness to learn, and a proactive attitude to assisting others and finding solutions is essential.

LSW is a bilingual organisation that supports active Welsh speakers and learners at all levels. Fluency in Welsh is not a requirement of this post, but the ability to communicate in Welsh is desirable, and a willingness to learn is essential.

About the Learned Society of Wales

We are Wales' National Academy for Sciences, Arts and Humanities. Our charitable purpose is the advancement of knowledge, and the power of research and innovation to benefit Wales' economy and society. Our Fellows, rigorously selected through a scrutiny process, are leaders in their fields with the shared purpose of giving back to Wales.

Our small, friendly and committed staff team of 14 is responsible for delivering the Society's activities. You will work with the whole team, which also brings the opportunity to get involved in a range of activities beyond your core responsibilities, gaining insight into different areas of the organisation and contributing to a collaborative and supportive working culture.

About the role

This is a role which is designed to work across our small team, supporting the management of a wide range of activity, including meetings, diary management, events (online and in person), communications, and other areas as they develop.

This is an important administrative role that provides support across the team – including for the CEO, President, Head of Public Policy, Head of Equity and Engagement, Communications Officer, and Events and Awards Officer and Researcher Development Team, where they require assistance with meetings, events and communications. You will be working with different members of the team depending on the particular activity, so you will need to manage your own time effectively – with support from your line manager - to prioritise tasks and be able to adapt to changing priorities while delivering work accurately and to agreed deadlines.



Working for us

We are looking to appoint someone on a part-time basis of 15 hours per week. As the role includes daily tasks and support to others throughout the week, we are looking for someone who will work these hours over Monday – Friday (or a minimum of 4 out of 5 days). We are open to discussing a range of working patterns depending on the candidate's circumstances and level of experience.

The role is offered on an initial one-year fixed-term contract in the first instance, with the possibility of extending to a permanent position, subject to mutual agreement and the Society's annual funding settlement.

We are committed to building a diverse and inclusive Society that reflects the society we serve. We warmly welcome applications from individuals from under-represented backgrounds. We pride ourselves on being a supportive and sociable team and are looking for someone who will become an active part of this by contributing to team meetings, participating in training, and helping us foster a positive working environment.

Key facts about this role

Salary	£25,178 – £27,241 per annum, pro-rata for part-time hours. Band B (spine points 12-16). We anticipate appointing at the bottom of this band, but negotiation is possible depending on experience.
Hours	The role is for 15 hours per week, worked across 4 or 5 days. We are open to discussing a range of working patterns depending on the candidate's circumstances and level of experience. Our staff work flexibly; the pattern of hours will be agreed with the line manager. Given this role supports business that primarily takes place during term-time, a pattern of increased hours during term time and decreased hours during main school holidays (not half term holidays) could be considered. Please be aware that any agreed working pattern must include availability for team meetings (once a week in-person meetings usually on a Wednesday). The post-holder may occasionally be required to work evenings. Any additional time worked is normally given back as TOIL (time off in lieu).
Location	Our offices are based in Cathays Park, Cardiff. We operate a hybrid working policy and anticipate the post-holder dividing their work between office and home (details to be agreed with line manager). We aim to be as flexible as possible with staff but please note 100% home working is not possible as the post requires you to attend in-person meetings and events.
Employment terms	Fixed-term for one year. To start as soon as possible.



Annual leave	The basic leave allowance is 25 days (pro-rata), to be taken as agreed with the line manager, plus bank holidays. We also provide 7 additional 'customary leave days' per year (pro-rata), normally provided to extend Christmas and Easter breaks.
Pension and benefits	The post-holder may join our pension scheme, with the employer and employee each contributing 5% of gross salary into the scheme each month. We provide enhanced sick pay and maternity pay that exceed the statutory minimum. We provide additional annual leave (see "customary leave" above) and volunteer leave.
Travel	The job may occasionally require some travel. Expenses will be reimbursed. The post holder should be agile in terms of needing to visit other sites/meeting venues.

Responsibilities

Supporting the President and CEO by:

- Making meeting arrangements as requested by the President and CEO.
- Acting as the main contact point for the Executive and other Fellows carrying out Society business regarding meeting and travel arrangements, occasionally making bookings as appropriate.
- Receiving and monitoring incoming correspondence, liaising with the President or LSW staff in order to reply appropriately.
- Working with appropriate team members to gather information for the CEO and President ahead of meetings

Supporting the team by:

- Handling incoming enquiries to the Society and seeking advice from relevant team members to provide responses.
- Communicating professionally with Fellows and stakeholders via email, telephone, online platforms and in person.
- Co-ordinating mailings of hard copy material such as monthly bulletins and Annual Review.

To ensure our event and meeting activities run well, responsibilities will include assisting relevant staff members with:

- Assisting team members to arrange online, hybrid and in-person meetings, including contacting attendees and other contributors to secure availability and setting up appropriate online bookings.



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- Managing room and catering bookings for in-person meetings, liaising with venues to oversee requirements and preparing spaces.
- Technical support for online and hybrid meetings. This includes supporting staff and attendees, queuing up presentations in advance and processing recordings afterwards.
- Taking notes in meetings where needed.
- Liaising with translators and interpreters to successfully deliver fully bilingual meetings.

Other duties:

- Attend and participate in relevant meetings as required.
- Attendance at relevant training.
- Dealing with any issues that arise in a timely manner.

Person specification

	Criteria	Essential	Desirable
Qualification	A-Levels or equivalent qualifications	✓	
	A degree or equivalent		✓
Knowledge and experience	Experience of working in a team environment where you have provided effective support to others.	✓	
	Experience of communicating in a professional manner (e.g. writing emails and meeting notes).	✓	
	Experience of organising meetings including effective coordination of multiple people.	✓	
Skills, abilities and attitude	Experience of planning, prioritising and organising your own workload to meet deadlines.	✓	
	Evidence of using your initiative to solve problems.	✓	
	Proficiency in using common office IT packages (e.g. MS Office) and online meeting and conferencing platforms (e.g. Zoom and Eventbrite).	✓	
	Experience of using Mailchimp and WordPress (or similar packages).		✓
		In Welsh	✓



	Excellent written and spoken communication skills	In English	✓	
	Commitment to equality, diversity and inclusion		✓	
	Commitment to supporting the Society's development as a bilingual organisation.		✓	
	Commitment to / interest in the Society's mission and aims		✓	

How to apply

- If you would like more information before deciding whether to apply, please contact applications@lsw.wales.ac.uk to arrange an informal discussion with the line manager.
- To apply, please **submit a CV and cover letter** to applications@lsw.wales.ac.uk.
 - Ensure that you save the final documents in Word or PDF format.
 - You are welcome to write either or both documents in English or Welsh. Applications submitted in Welsh will be treated no less favourably than those submitted in English.
- When you write the cover letter, please;
 - Let us know **how you meet each of the essential criteria** in the Person Specification (and the desirable criteria if possible). We recommend that you provide evidence and explanation of how you meet each of the criteria in order. Using each criteria for a heading and providing evidence and explanation of how you meet each one will help us assess your application more easily.
 - Tell us **why you are interested in this post**, your preferred pattern of work and whether you would like to be interviewed in English or Welsh.
 - Limit your letter to **no more than 2 A4 pages** in total.

Please note **you need to show us that you can meet ALL the essential criteria in order to be short-listed**. You can draw on elements from any aspect of your life, such as education, work, home, or community life, as long as you focus on its relevance in comparison to the needs of this job.

- Please email your application to applications@lsw.wales.ac.uk. We will send an email acknowledgement to all applicants. If you do not receive an acknowledgement after 5 working days, please contact us.
- The closing date for applications is **midnight on 23rd of August 2026**.
- Interviews have been scheduled between 9am and 5pm on **the 3rd and 4th of September 2026**, to be held at our offices (The University Registry, King Edward VII Avenue, Cathays Park, Cardiff CF10 3NS). If you have not been invited to interview within two weeks of the closing date, please consider your application to be unsuccessful.



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- We will make a provisional offer of employment to our chosen candidate. We will then take up references and, if these are satisfactory, confirm the job offer. We reserve the right not to make an appointment if we judge that none of the candidates meets the required standard.
- Please complete our Equal Opportunities Monitoring questionnaire at <https://www.smartsurvey.co.uk/s/B1H26X>. This is anonymous and will not be considered as part of the application process.

