

Job title:	Governance Administrator
Responsible for:	No line management responsibilities
Responsible to:	Governance and Working Parties Manager
Key relationships:	Chief Executive Officer, Senior Management Team, trustees and committee members, Governance team, committee chairs and other professional bodies
Salary:	Grade C £38,502

The Association of Anaesthetists is the professional membership organisation for anaesthetists in the UK, Ireland, and across the globe. With over 10,000 members, our mission is to safeguard patients by educating, supporting, and inspiring every anaesthetist throughout their career, enabling them to provide the best care in every healthcare setting. Our four strategic priorities are Patient Care and Safety, Education and Research, Advocacy and Support, and Innovation and Growth.

Our values are embedded in everything we do. We are:

- **Committed:** We are a respected and independent organisation, committed to speaking up and speaking out on behalf of our members and the anaesthesia community
- **Trusted:** For over 90 years, we have helped to set standards, share knowledge, and support thousands of people in a vital profession. Our expertise matters to our members and globally
- **Innovative:** We look forward, not back. We care about the future of anaesthesia and actively help shape its future on behalf of our members by listening, responding, and innovating
- **Connected:** We are a dynamic, diverse, and inclusive community. We exist because of, and on behalf of, our members

Job purpose:

Effective governance is at the heart of how the Association operates. This role is part of a team of four supporting the efficient running of our governance arrangements, including coordinating and providing high quality support to our committee programme and other key processes such as our grant funding and abstract competitions at Association conferences.

This role is based at our head office in 21 Portland Place, London. We offer a hybrid working arrangement with a minimum of two days in the office per week.

Key responsibilities:

- Coordinating the committee meeting programme; arranging meetings, preparing detailed agendas, circulating papers promptly and producing accurate, high-quality minutes
- Monitoring and tracking action points after meetings to ensure timely follow up
- Organising the Association's grants, awards and prize programmes, ensuring smooth application, review and selection processes
- Administering the abstract competitions across all Association conferences, including communications with participants and on-site coordination when required
- Supporting the administration of committee appointment processes and Board and committee elections
- Providing pro-active executive and administrative support to the Chief Executive Officer, Officers and the Senior Management Team

- Working with all staff and Board members to ensure good communications are maintained throughout the Association
- Supporting the administration of the Association's working parties and guideline publications
- Reviewing and updating pages of the website related to own areas of work to ensure the information is engaging, current and accurate
- Managing team mailboxes and responding to enquiries and dealing with requests for information and assistance relating to own areas of work. Fielding correspondence to staff and Board members as necessary, co-ordinating and tracking responses
- Liaising with partner organisations and stakeholders to develop and maintain effective relationships and maximise networking opportunities
- Organising hotel accommodation and travel as and when required, always negotiating best value

Operational management:

- Maintaining effective contact management systems using Outlook and the Association's CRM database (MS Dynamics 365)
- Maintaining effective online filing systems
- Working on individual projects, reports, events and publications within the Association as needed
- Providing cover as required for other members of the team
- Contributing to team meetings and organisational priorities
- Being pro-active in keeping up to date with developments affecting the role
- Continually review and recommend improvements to processes and procedures
- Maintaining and improving your own competencies through continuous professional development
- Abiding by organisational policies, codes of conduct and practice as described in the Staff Handbook
- Supporting and promoting the Association's commitment to diversity and equity of opportunity in the workplace

This job description is intended to reflect the main duties and responsibilities of the post and is not an exhaustive list of duties. The post holder may be required to undertake other duties which are commensurate with the role.

Person specification

Skills, knowledge and experience	
Essential	Desirable
Proven experience in a governance role	Experience in a charity or similar membership organisation
Strong understanding of governance principles, committee administration and organisational procedures	Familiarity with supporting elections, nominations or grant awarding processes
Demonstrable experience of coordinating committee or Board meetings, including taking accurate minutes	Committed to continuous improvement of processes
Proficient in Microsoft Office and digital meeting platforms	Experience of project management
Experience liaising with senior stakeholders such as board members or committee chairs	
Strong written and verbal communication skills; able to draft clear, concise, and professional correspondence and minutes	
Research and report writing ability including advanced copy-editing, document formatting and proofreading skills	
Excellent organisational and time management skills, with the ability to plan ahead and manage competing demands	
Confident working independently and collaboratively within a small team	
Ability to handle sensitive information with discretion and maintain strict confidentiality	