

**JOB DESCRIPTION****Team Coordinator****Part-time (0.6 FTE), fixed term (one year)****£18,000 pro rata (£30,000 FTE)**

**Location:** Hybrid working, normally 2 days per week in the SRHE offices at Society House, Regents Wharf, 8 All Saints Street, London N1 9RL, and 1 day from home.

**Job Title:** Team Coordinator

**Reporting to:** Manager: Operations & Finance/CEO

**Key working relationships:** CEO, Manager: Operations and Finance, Conference and Events Manager, Engagement and Development Manager, Finance Officer.

**Background**

The **Society for Research into Higher Education (SRHE)** is an independent and financially self-supporting international learned Society. The Society's primary role is to improve the quality of higher education through facilitating knowledge exchange, encouraging discourse, and the publication of research. The Society supports and sustains an international membership of researchers.

**Summary of Role**

The Society for Research into Higher Education is seeking a Team Coordinator to support and work with the small Executive team across all their activities.

Broadly the work of the Society involves supporting a global community of individuals working in higher education and encompasses organising an annual conference, seminars, professional training workshops and network events; supporting research into policy and practice in higher education; undertaking journal and book publications and maintaining regular and frequent communications with its community and members.

This is a new role working collaboratively within a small professional team, offering plenty of scope for initiative and innovation in providing administrative and logistical support to a very high standard. Proficiency with office management systems is essential, as is the capacity to work with all technology associated with presentations, events, maintaining and updating websites and databases.

This is an exciting role for an individual who would relish the challenge of providing efficient and responsive administrative, organisational, and logistical support services to the Society's executive team.

**Team Coordinator:****Main Responsibilities**

- Assisting the CEO and the Executive Team Members in the development and delivery of the Society's many activities and projects to ensure all tasks are being completed within timelines, effectively and to high standards

- Supporting the Conferences and Events Manager in the development and running of an extensive programme of network events and workshops, and the Society's annual conference
- Promoting the Society and its events on social media platforms including LinkedIn, Bluesky, and X
- Scheduling meetings, organising papers, and some note/minute taking, as required
- Ensuring all actions are recorded and completed following Meetings of the Board of Trustees and standing committee and working group meetings.
- Developing an understanding of the Society's CRM (Customer Relationship Management) systems and managing related data.
- Ensuring the SRHE website is kept up to date, in liaison with other team members
- Providing quality customer service for members and external contacts
- Any other duties as reasonably required

### **Qualifications, skills and experience**

**You will need to demonstrate that you possess the following qualifications, skills and experience:**

- Demonstrable experience in a team support role or an administrative assistant role
- Excellent organisation and administration skills
- Excellent written and verbal communication skills
- Good numeracy skills
- Excellent knowledge/application of office IT systems (Microsoft Office: Word, Outlook, PowerPoint, and Excel)
- Familiarity with website maintenance and basic website management
- Managing, maintaining and manipulating databases
- Preferred education is to undergraduate level with an interest in higher education provision

**In terms of personal and professional qualities, we are looking for someone who has:**

- Discretion, tact, diplomacy and a professional approach
- Initiative and the ability to identify, solve and, where necessary, escalate issues appropriately
- A methodical and organised approach to work, essential to enable a proactive service to be delivered
- The ability to prioritise activities and to multi-task
- The ability to work flexibly as part of a small team and to take responsibility for individual projects

### **Remuneration, Terms and Conditions**

This is a part-time (0.6) position. Hours of work are 21 hours per week.

Salary £18,000 per annum at 0.6 FTE (So £30,000 FTE at 1.0) , subject to qualifications and experience.

For full details including application processes, consult our website at:

<https://srhe.ac.uk/about-srhe/vacancies/>

March 2025