

Job Description

Job Title	Committees Coordinator	Position Type	Administration
Department		Manager/ Supervisor	Director of Professional Activities
Location	Hybrid/Edinburgh	Salary Band	£30,000

Role Purpose

The Committees Coordinator plays a key role in ensuring the effective governance and smooth running of all formal Committees, boards, councils, and related working groups within the College of Sport, Exercise and Musculoskeletal Medicine.

This role provides comprehensive organisational, administrative, and governance support. This includes scheduling meetings, preparing agendas and papers, minute taking, tracking actions, managing membership, and supporting elections.

The postholder is responsible for ensuring clear communication and completion of actions across the Board, Committees, and staff teams. The role requires a high standard of organisation, attention to detail, professionalism, and the ability to work confidently with senior clinicians, Board and Office Bearers, Committee Chairs, and internal teams. Some flexibility to work occasional evenings is required to support meetings held outside normal office hours.

Duties

Committee, Board, and Council Coordination

- Plan, schedule, and coordinate quarterly Board meetings, including agenda preparation, collating papers, issuing meeting packs, minute taking, and tracking completion of actions.
- Organise and support weekly Office Bearers lunchtime meetings, including agenda setting, drafting short-form minutes, and ensuring actions are progressed.
- Coordinate quarterly Council meetings, preparing agendas, minutes, actions, attendance lists, and follow up communications.
- Provide full administrative support to all CSEM Committees, liaising with Committee Chairs and leads to organise meetings, gather papers, prepare agendas, produce accurate minutes, and monitor actions.
- Maintain annual governance calendars (Board, Council, Committees), ensuring timely scheduling and alignment with College timelines.

Governance Administration & Compliance

- Manage and monitor attendance for all Committees, Council, and Board meetings; maintain accurate registers, term of office records, and membership databases.
- Coordinate and administer elections for Council, Board, or Committee positions, including nominations, candidate communications, and results administration.
- Work with staff and Committee Chairs to support the recruitment and appointment process for new members, including filling vacant roles.
- Ensure actions and recommendations are tracked, escalated, or cascaded appropriately between Committees, Council, and Board.
- Assist in preparing documentation for the Annual General Meeting (AGM) and provide administrative support during the event.
- Support senior staff with requirements relating to the Charity Commission, including coordinating information, maintaining compliance records, and assisting with governance submissions.
- Provide administrative and coordination support for any required changes to the College Byelaws, including preparing meeting papers, tracking approval processes, and maintaining updated documentation.
- Maintain a working understanding of the College Byelaws and governance framework to ensure committee processes align with regulatory and constitutional requirements.

Communication, Papers & Document Management

- Prepare meeting papers and agendas in collaboration with Chairs, Office Bearers, and senior staff.
- Upload and archive approved minutes, agendas, and papers in accordance with governance and data management procedures.
- Maintain clear and accurate filing systems, including confidential documents.
- Liaise with internal teams to ensure Committee decisions are actioned and communicated appropriately.

Operational & Administrative Support

- Support Committee Chairs, Office Bearers, and senior staff with queries, meeting preparation, action tracking, and follow up.
- Provide governance assistance for ad hoc working groups, project Committees, or task-and-finish groups.

- Support process improvements for governance workflows, templates, document systems, and communication processes.
- Provide occasional support for College events or formal functions where governance input is required.

Other Duties

- Work occasional evenings to support meetings as required.
- Undertake reasonable additional tasks to ensure the smooth functioning of CSEM governance and administration.

Responsibilities

- Ensuring the accurate, timely, and professional coordination of all CSEM governance meetings.
- Maintaining high standards in minute taking, action tracking, and document preparation.
- Supporting effective communication between Committees, Council, Board, and internal teams.
- Ensuring elections, appointments, and membership processes are compliant and well managed.
- Upholding confidentiality and handling sensitive information appropriately.
- Maintaining accurate governance records, attendance logs, and membership databases.
- Supporting the College's compliance with Charity Commission expectations, including accurate documentation and timely coordination of required governance activities.
- Ensuring constitutional compliance by understanding and correctly applying the College Byelaws within College's processes.

Accountabilities

- Delivery of accurate agenda packs, minutes, and action logs within agreed timelines.
- High quality organisation of meetings and proactive management of governance schedules.
- Consistent, reliable support to Committee Chairs, Office Bearers, and senior staff.
- Well managed election processes and accurate term of office tracking.
- Effective escalation and progression of actions across the governance structure.

- Compliance with governance policies, procedures, and data management standards.

Job Attributes / Skills / Requirements

Essential

- Proven administrative or coordination experience, ideally within Committees, governance, education, or healthcare-related environments.
- Excellent organisational skills with the ability to manage multiple meetings, deadlines, and priorities.
- Strong minute taking ability, with attention to detail and accuracy.
- High level of discretion and confidentiality when handling sensitive information.
- Excellent communication and stakeholder management skills with the confidence to work with senior professionals.
- Understanding of governance frameworks (e.g., Charity Commission expectations, organisational constitutions, Byelaws) or willingness to develop this.
- Proactive and solutions focused mindset, able to anticipate needs and follow through on actions.
- Strong digital literacy, including document management systems, Microsoft 365, and meeting platforms (Teams/Zoom).
- Ability to work independently while contributing effectively to a wider team.
- Ability to work within procedural or constitutional rules.

Desirable

- Experience supporting governance within a membership organisation, healthcare college, charity, or university.
- Experience coordinating elections, member appointment processes, or governance reviews.
- Knowledge of good governance practices.

Qualifications

- Relevant administrative or business qualification (desirable).
- Training or certification in governance support or minute taking (advantageous but not essential).