

Job specification

- Role:** Administrator – Cardiff & District Law Society (CDLS)
- Status:** Self-employed contractor
- Summary:** Administrator for CDLS assisting executive board (F&P) and Council with day to day running of the Society.
- Hours:** Variable but estimated 5 hours p/w average.
- Hourly rate:** £15.00

Description:

1. CDLS is looking for a motivated and proactive administrator to assist with the running of the Society, working closely with the CLDS President and other members of the executive F&P board.
2. The role is flexible subject to the requirement to attend two meetings a month which take place on the first and third Monday of the month (excluding August) at 5.30pm. Meetings are a hybrid of in person and remote (via Teams).
3. The administrator will have access to the CDLS “One Drive” system and e-mail account but will be expected to use their own IT equipment and communication devices.
4. A full role description is detailed below but key functions include:
 - a. Attending the monthly Council and F&P meetings to take minutes and a note of the agreed actions;
 - b. Assisting the President and Vice President to prepare agendas for the monthly meetings and to circulate meeting packs;
 - c. Monitoring the CDLS e-mail account at least once per week and forwarding emails to F&P/President/Vice President for action;
 - d. Maintaining filing of key documents on One Drive system;
 - e. Assisting the CDLS Treasurer with preparations of their monthly report and annual accounts and arranging payments;
 - f. Assisting the CLDS Membership Secretary with the demand and collection of membership fees;
 - g. Other miscellaneous administrative tasks as instructed by F&P.

Role Profile – Administrator

1. Attend monthly Council Meetings taking and distributing Minutes. Council meetings are held on the first Monday of every month and take an alternative monthly structure of face to face and remote meetings held via Teams.
2. Format and distribute Council Meeting Agenda together with all officers' reports.
3. Attend F&P taking Minutes and distributing. F&P Meetings are held on the third Monday of every month and are currently remote meetings held via Teams.
4. Format and distribute F&P Agenda.
5. Administer the hosting of the remote council and F&P meetings online via the CDLS Teams account.
6. Administer the hosting of remote events if required online via the CDLS Teams account.
7. Download all email messages and respond/forward as necessary.
8. Forward all relevant notices.
9. Prepare Agenda and Attend AGM Annual Meeting.
10. Administer Society events including venue bookings, catering, sound systems, photographers, speakers, lists of attendees and contact details, name badges, invitations, chasing responses and table plans.
11. Central administrative co-ordinator for Society events, plans and activities.
12. Assist with attracting Sponsors and membership benefits.