

# Job Description – Committee Support Coordinator

<b>Job title:</b>	Committee Support Coordinator
<b>Department:</b>	TBC
<b>Reports to (role):</b>	TBC
<b>Staff or contract:</b>	Permanent
<b>Date revised:</b>	February 2026

## **PURPOSE OF THE JOB**

This role is responsible for coordinating committee meetings across all teams, including preparing agendas, minutes, presentations, and documents suitable for publication on the website. The postholder will also provide administrative support, particularly to the Technical & Safety teams, as well as to the PA/Office Manager where required.

## **Key Responsibilities**

- Coordinate and schedule committee meetings, liaising effectively with the technical, people and membership team.
- Coordinate the activities of committees, sub-committees, forums, and working groups, including preparing, producing, and distributing documents.
- Prepare meeting agendas, take accurate minutes, develop PowerPoint presentations, and upload materials to SharePoint.
- Assist Technical Advisors in reviewing and updating existing IMCA's technical guidance documents, ensuring the information remains current, reviews are in date, and links are up to date.
- Provide up-to-date technical information to committees, working groups, and the wider IMCA membership to support meeting agendas.
- Contribute to the preparation of programmes for IMCA Technical seminars, workshops, and other events.
- Assist with booking travel and visas for technical visits, audits and events as required.
- Provide administrative support to help maintain and update the quality system, documentation, improvements, events and risk systems, and booking and coordinate the audit schedules and meetings through the year.
- Assist with maintaining the technical library.
- Maintain and update the Dynamics365 Database, particularly distribution lists for committees and working groups.
- Provide administrative support to the PA/Office Manager as required.

## 1 SKILLS AND EXPERIENCE – COMMITTEE SUPPORT COORDINATOR

- **Essential:**
  - Strong organisational skills, with the ability to prioritise and work to tight deadlines.
  - Effective written and verbal communication skills.
  - Experience in providing administrative support in a team environment.
  - Confident in using Microsoft Office applications (e.g., Outlook, Word, PowerPoint, SharePoint).
  - Ability to take accurate and concise meeting minutes.
  - Strong attention to detail and commitment to maintaining high-quality documentation.
  - Strong interpersonal skills with the ability to work with groups of various expertise and seniority.
  - Ability to work collaboratively with colleagues across different teams and levels.
  - Ability to work effectively and efficiently in a team environment and independently.
  -
- **Desirable**
  - Familiarity with quality systems or document control processes.

*This job description documents the key roles and responsibilities and is not intended to be an exhaustive list; other duties may be required and/or amended depending on the needs of the business.*