

## BRITISH COPYRIGHT COUNCIL

### Executive Administrator

<b>Reporting To:</b>	The Treasurer and the Board
<b>Time Commitment:</b>	Hours to suit and as necessary to deliver the services described below subject to a necessary amount of contact during normal office hours. As a guide, it is envisaged that the role will involve around 70 hours across the month (flexible within any agreed deadlines) and will be largely home based, except for attendance at meetings in central London.
<b>Fee</b>	£1,500 per calendar month (£18,000 pa) to be invoiced monthly in arrears (plus expenses reimbursed at approved company policy rates, subject to invoicing).

#### OUTLINE OF ROLE AND NATURE OF IDEAL CANDIDATE

The British Copyright Council is looking for an experienced self-employed administrator, operating part time, to support its Board, Council members, working groups and the Director of Policy & Public Affairs. Liaising closely with the Chairman, Treasurer and Director of Policy & Public Affairs, the administrator will ensure the smooth running of all aspects of the BCC's operations and administration.

The ideal candidate will have at least 5 years' experience in supporting businesses and/or non-profit organisations at board or senior management level. You will be a highly organised self-starter with good administrative, financial and IT skills, who is comfortable liaising with directors, members and freelancers in a remote working environment. You are likely to have up-to-date knowledge regarding company administration and compliance in respect of your other clients.

#### SPECIFIC SERVICES:

- **Company administration and compliance**
- Prepare and issue meeting notices, including resolutions, agendas and other documentation in line with the BCC's Articles of Association
- Arrange meetings, liaise on attendance with members and venues, and ensure that any necessary IT and catering requirements are provided
- Attend and minute Board and Council meetings (approximately 10 per year) and other meetings as and when required
- In conjunction with the Director of Policy & Public Affairs ensure actions at meetings are carried through
- Assist with administration for BCC events
- Maintain BCC records, including the register of interests, and ensure Companies House records are up to date
- Ensure statutory compliance, e.g. with data protection regulations

- Ensure relevant registrations and insurances are renewed, obtaining quotes and consulting with the Board on any changes
- Undertake basic administrative duties, including photocopying and filing (electronic and paper) and ensuring correspondence is received and circulated as necessary
- **Financial administration**
- Prepare budgets and quarterly management accounts for the board; liaise with the auditors on the annual accounts; brief the BCC Treasurer
- Keep financial records up to date
- Manage banking arrangements and payment of invoices
- Invoice and ensure membership subscriptions are collected
- **Other**
- Respond to members' and other stakeholders' relevant emails and phone calls
- Format and circulate the weekly e-newsletter; upload content to the BCC website; liaise with web hosting/maintenance services
- Assist in overseeing the running of the BCC/WIPO Advanced Training Course in Copyright and Related Rights\* (a two-week residential course for government officials from developing countries) including organisation, programme development, identification, selection of and liaison with speakers, fundraising, hospitality, hotels and participant welfare, financial management\*

\* A separate fee of £3,000 is paid for organising the training course

Please email applications with CVs to the BCC Chairman, Trevor Cook, at [trevor.cook@wilmerhale.com](mailto:trevor.cook@wilmerhale.com) no later than 9 December 2019. Interviews for shortlisted candidates will be held in London on 18 December 2019.