

Job Description: Secretary to Accreditation Committee

Role Title:	Secretary to Accreditation Committee (AC)
Accountable to:	Chair of the AC
Reports to:	Chair of the AC and Lead Accreditation Officer (LAO)
Work base:	Home
Hours:	0.4 whole time equivalent (14hrs per week). Flexibility essential.
Holiday allowance:	12
Performance and Salary review:	Subject to review annually, salary increase effective from 1st Jan

Overall purpose of the role:

To service the Accreditation Committee and its Officers, to maintain the Board's websites and provide general administrative and secretarial support for other Board activities.

Specific responsibilities:

To oversee the work of the Accreditation Committee

- Organise all AC meetings: booking rooms/arranging refreshments and lunch, circulating links for online meetings, liaising with the Chair of the AC and the Lead Accreditation Officer regarding agenda and papers, ensuring agenda and all papers are in order and distributed in accordance with agreed timescales, minuting the meetings and producing and distributing minutes within the agreed timescales
- Undertake agreed follow-up work to the meetings; drafting letters and updating reports
- Maintain contact list for AC committee members
- Maintain database for all institutions in contact with the Board and other outside agencies
- Inform relevant AC members, Officers or Secretary to the Board of appropriate issues as they arise
- Liaising with institutions to ensure all relevant documentation is received by the AC
- Ensure AC filing systems are maintained ensuring all Board records and documentation are in order
- Co-ordinate and prioritise the workload
- Maintain confidentiality in all relevant aspects of the AC Committee and Board's work
- Produce an updated schedule of AC workload for each AC meeting

To manage the websites and online platforms used by the BAAB

- Update the Accreditation Handbook online, both website and PDF versions, as required, and ensure this is distributed to CHAC and AC/Board members and available on the BAAB website. Working knowledge of WordPress and InDesign are required for this.
- Update and maintain the BAAB website, including updating the accreditation status of the institutions, and the list of AC and Board members, as required. Ensuring the Board's Annual Report on the website is up to date. Working knowledge of Joomla is required for this.

To provide administrative support for the Accreditation Committee and other activities of the Board

- Preparing the draft formal letters from the Chair of the Board to be sent out promptly after each Board meeting. Liaising with the AOs and Chair to agree a final version of the letter and

prepare the Certificates of Accreditation and final Visit Reports which are sent with the formal letter

- Inform CHAC members and BAAC staff of any additions or amendments in the list of accredited teaching institutions and update the website accordingly
- Monitor the amendments to the Accreditation Handbook that arise through discussion at meetings and elsewhere and keep the Lead AO informed of these
- Deal promptly and appropriately with incoming mail, telephone calls and emails
- Liaise with the Secretary to the Board when required
- Organise occasional online and in person events such as the BAAB Education Day, manage all correspondence with attendees and presenters, and provide assistance to the presenters where necessary
- Maintain office supplies and purchasing
- Assist with bulk mailings when required
- Ensure BAAB filing systems are maintained and all Board records and documentation are in order
- Collate institutional student numbers, actual and predicted, annually, and use this data to prepare the annual invoices for the Course Providers
- Undertaking other work as appropriate