

Secretariat Administrator

Job Description



The purpose of your role in Our Co-op

As the Secretariat Administrator, you will provide vital administrative support across our Secretariat, Community Programmes, and senior leadership team. You will play a key role in ensuring effective governance, accurate compliance, and smooth delivery of community initiatives, helping to strengthen our reputation and demonstrate our commitment to our values. By coordinating filings, supporting charity partnerships, and maintaining efficient processes, you will enable our colleagues and partners to focus on making a positive impact in our local communities.

You'll become part of a skilled, engaged, and diverse team, supporting our co-op in our collective vision to be the best at what we do in the East of England.

The Team you are joining

Within the Secretariat Team, we play a pivotal role in supporting the business by overseeing compliance, regulatory matters, and governance. Our focus on maintaining integrity and legal adherence provides a solid foundation for the smooth operation of our business.

Things you need to know

This is a hybrid-working position which will require you to adhere to our hybrid working policy and procedures.

Please note that our working patterns are non-contractual. The advertised working pattern represents the normal working pattern for the role at time of advertisement and is subject to change.

The skills we are looking for

- Communication
- Teamwork
- Adaptability
- Technical proficiency
- Customer focused
- Interpersonal skills
- Data interpretation
- Project management
- Critical thinking

Your reporting lines

Location

Wherstead Park,
Ipswich, Suffolk, IP9 2BJ

Department

Central Office,
Secretariat

Reports to

Secretariat Officer



EMPLOYER RECOGNITION SCHEME

BRONZE AWARD

Proudly supporting those who serve.



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What you will be working on at Our Co-op

1. Secretariat Support

- Provide day-to-day administrative support for our Secretariat, including managing corporate compliance duties, preparing and submitting timely filings, and ensuring governance requirements are met accurately and on schedule.

2. Community Programme Delivery

- Support the planning, scheduling, and coordination of our community programmes, assisting with charity partner vetting, data collection, and progress tracking to help strengthen our community impact and values in action.

3. Leadership Support

- Assist the Society Secretary and Deputy Secretary with diary management, meeting organisation, and Secretariat administration, including coordinating Board events and ensuring smooth execution of leadership commitments.

4. Data & Records Management

- Maintain accurate, audit-ready records of filings, invoices, documents, and programme outcomes. Collect, analyse, and organise data to produce reports that inform decision-making and support compliance monitoring.

5. Stakeholder & Partner Coordination

- Act as a trusted point of contact for internal colleagues, charity partners, and community stakeholders, ensuring clear communication, strong relationships, and alignment with Our Co-op's policies and values.

This job description sets out the major tasks associated with the stated purpose of this post. Minor tasks normally considered an integral function of this post will be undertaken and not excluded simply because they are not itemised.

Our Values

At Our Co-op, we live by a set of five values. What's important to remember is that your behaviours reflect our values in whatever task you're performing.



To find out more about our values, visit www.eastofengland.coop/careers/our-values