



MCS Standards and Secretariat Administration Support

**37.5 hours per week based at Sci-Tech, Daresbury near Warrington
Salary: £20,000 - £24,000 dependent on experience**

With energy costs constantly rising and climate change affecting us all – low-carbon technology has a bigger and bigger role to play in the future of UK energy.

We're here to ensure it's a positive one.

Since 2008, MCS has become the recognised Standard for UK products and their installation in the small-scale renewables sector. It is a mark of quality. We create and maintain standards that allows for the certification of low-carbon products, installers and their installations, used to produce electricity and heat from renewable sources.

An exciting opportunity has arisen for an administrator to work within the MCS Standards and Secretariat department. The Secretariat function provides support to the MCS Standards community, consisting of Technical Working Groups and over 200 recognised experts in their fields.

We are ambitious for our future and this role will support the expansion of the MCS Standards and Secretariat team. Reporting to the MCS Secretariat, this is a new opportunity to work alongside volunteer expert Working Groups, providing administrative support to the development and maintenance of the UK's recognised Standards. You will be involved in organising and preparing for Working Group meetings, capturing and distributing meeting minutes and following up on agreed actions. More broadly, you will support the end to end process of Standards development, including public consultations and feedback evaluation.

This role will be demanding, operating in a highly technical environment. You will need to be comfortable reading and understanding a large volume of information, including the MCS Standards themselves, and be able to turn your hand to a multitude of tasks. You will have good communication skills and an ability to engage with stakeholders at all levels.

You will be joining a great team environment, with lots of support on hand.

To apply, please send a CV and covering letter outlining how you meet the person specification to sarah.howard@mcscertified.com

Job Description

Post Title: MCS Standards and Secretariat Administration Support
Reports To: MCS Secretariat
Location: MCS office based, located at the Innovation Centre, Sci-Tech Daresbury, WA4 4FS
Contract: Full-time, permanent

This is an exciting time to join MCS as we undergo a period of transformational change and repositioning to ensure that we are at the heart of the UK's drive to meet net zero carbon emissions by 2050.

Domestic energy will play a huge part in achieving this target but, deciding to invest in renewable energy is a big step for many, made more difficult by confusing language and complex financial models. As an organisation we want to cut through all of this, which is why we see our central purpose as: 'Giving people confidence in home-grown energy'.

Something 'home-grown' is something that matters to people personally – something they can take pride in. That's exactly the feeling we want to create across the UK as we help more and more people embrace a home-grown energy future.

The successful candidate will help us to deliver this. You'll be actively involved in helping facilitate our Standards management community, being at the heart of everything we do to define quality for the sector.

Key Responsibilities:

1. Support in organising and attending technical Working Group meetings
2. Support in preparing and delivering all meeting papers and reports to the Working Group Chairs and Working Group members.
3. Providing friendly and reliable expert advice to the MCS Standard community and stakeholders on industry changes and keep our Standards community well informed through various communication channels.
4. Monitor the shared mailbox and ensure queries are acknowledged and responded to.
5. Maintain Working Group Membership lists and Terms or References.
6. Diary management for the Standards and Secretariat function.
7. Process Standards community expenses claims.
8. Support in collating responses for public consultations on new Standards and significant revisions to existing Standards.
9. Support with effective internal and stakeholder communications outputs, including creating and managing e-shots and newsletters.
10. Support the management of social media accounts (LinkedIn) / BSI Library / Standards community online collaborative workspace.

11. Support other MCS team members in the Standards and Secretariat team when required.
12. Maintain and monitor stocks of Standards Community branded promotional materials.

Person Specification

| | |
|---|---|
| <p>Knowledge</p> <ul style="list-style-type: none"> • Knowledge of computer programmes used in daily office administration functions such as Windows and Microsoft Office • Knowledge of using social media and online communication platforms | <p>Essential</p> <p>Essential</p> |
| <p>Skills</p> <ul style="list-style-type: none"> • Exceptional written, verbal and non-verbal communication skills • IT skills, competent in Windows and Microsoft Office • Manage time effectively to meet required business targets ensuring quality and accuracy requirements are met • Strong organisational and administration skills | <p>Essential</p> <p>Desirable</p> <p>Essential</p> <p>Essential</p> |
| <p>Behaviour</p> <ul style="list-style-type: none"> • An enthusiastic team player, with the ability to work collaboratively • A motivated self-starter who can comfortably work independently and manage own workload • A proven track record of building and maintaining productive relationships with a range of internal and external stakeholders • Ambitious with the ability to manage conflicting priorities • Commitment to personal development • Willing to work flexibly and travel across the UK to attend events and meeting as required | <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> |