



# MCS Standards and Secretariat Co-Ordinator (12 month maternity cover)

**37.5 hours per week based at Sci-Tech, Daresbury near Warrington  
Salary: £25,000 - £27,000 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 a highly competent administrator to work alongside the MCS Secretariat. 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, you will 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. You will act as a first point of contact for Working Group Chairs and members. 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.

You'll need to be able to turn your hand to a multitude of tasks and have great communication skills and an ability to engage with stakeholders at all levels. You must also be confident in working across the Microsoft Office suite including Excel and have experience of managing a social media account and using online communication platforms.

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](mailto:sarah.howard@mcscertified.com)**

## Job Description

Post Title: MCS Standards and Secretariat Co-Ordinator  
Reports To: MCS Secretariat  
Salary: £25,000 - £27,000 dependent on experience  
Location: MCS office based, located at the Innovation Centre, Sci-Tech Daresbury, WA4 4FS  
Contract: Full-time, Fixed Term (**12 Month Maternity Cover**)

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. Organise, attend and minute technical Working Group meetings – you will deliver the arrangements necessary for successful meetings, including securing venues and taking care of all travel and hospitality requirements.
2. Prepare all meeting papers and reports – you will ensure the timely delivery of quality papers and reports, ensuring the engagement of technical authors, expert contributors and Working Group members.
3. Support project work and the Standards community between meetings to take forward actions.
4. First point of contact for all Working Group queries – you will act as each Working Group's conduit to MCS, ensuring their queries are acknowledged and responded to.
5. Provide friendly and reliable expert advice to the MCS Standards community and stakeholders on industry changes and keep them well informed through various communication channels.
6. Facilitate research and development projects that inform and update MCS Standards.
7. Track and report on all updates to MCS Standards, guidance documents and tools.
8. Support public consultations on entirely new Standards and significant revisions to existing Standards, guidance documents and tools.

9. Implement effective internal and stakeholder communications outputs, including creating and managing e-shots, newsletters, and other direct methods.
10. Support other Standards and Secretariat team members when required.
11. Manage social media accounts (LinkedIn) / BSI Library / Standards community online collaborative workspace.
12. Update the Standards and Secretariat area of the MCS website, ensuring that content is relevant, up to date, fully optimised and engaging.
13. Organise and support Standard community events.
14. Understand business processes and recommend improvements.

### Person specification

<p>Knowledge</p> <ul style="list-style-type: none"> <li>• Experience within a similar role</li> <li>• Minimum of two years' experience in comprehensive minute taking</li> <li>• Ability to write and report for technical meetings</li> <li>• Knowledge of using social media and online communication platforms</li> <li>• Experience within a Standards / Regulatory environment</li> <li>• Understanding of the small-scale renewable technologies sector</li> </ul>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Desirable</p> <p>Desirable</p>
<p>Skills</p> <ul style="list-style-type: none"> <li>• Exceptional written, verbal and non-verbal communication skills</li> <li>• Proven minute taking and report producing skills</li> <li>• Exceptional attention to detail</li> <li>• Strong copywriting and proofreading skills, with a natural flair for spelling and grammar</li> <li>• Strong IT skills, competent in Windows and Microsoft Office</li> <li>• Manage time effectively to meet required business targets ensuring quality and accuracy requirements are met</li> <li>• Outstanding organisational and administration skills</li> <li>• Able to prioritise workload, and set deadlines – you will deliver multiple projects to high standards within tight timeframes and manage high volumes of work</li> <li>• A technical mindset, able to navigate through large volumes of technical information</li> <li>• Procedure driven and methodical</li> </ul>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Desirable</p> <p>Desirable</p>

<p>Behaviour</p> <ul style="list-style-type: none"> <li>• An enthusiastic team player, with the ability to work collaboratively, build capability, deliver insight, and inspire the confidence of colleagues</li> <li>• A track record of building and maintaining high-level relationships with key stakeholders, internally and externally</li> <li>• Self-motivated and ambitious, with the ability to manage conflicting priorities well; this includes managing down and up to ensure the full team is on track</li> <li>• A commitment to personal development and a desire to expand knowledge of the Standards and Secretariat function</li> <li>• Willing to work flexibly and travel across the UK to attend events and meeting as required</li> </ul>	<p>Essential</p> <p>Desirable</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>