

## COMMUNICATIONS & ADMINISTRATIVE ASSISTANT

**COPE** ([Committee on Publication Ethics, publicationethics.org](http://publicationethics.org)) provides support and advice to editors and publishers of scholarly peer-reviewed journals on all aspects of publication ethics and, in particular, how to handle cases of publication misconduct. Our approach is firmly in the direction of influencing through education, resources and support of our members, alongside the fostering of professional debate in the wider community. COPE is an expanding, international membership organisation with over 13,500 members from all academic fields.

COPE is seeking a dynamic, self-motivated communications and administrative assistant. Supporting the Executive Officer, Operations Manager, Engagement and Outreach Officer, and the wider Council and COPE team, you will be responsible for a variety of administrative and clerical tasks to facilitate the smooth running of the organisation.

### Work hours and benefits

COPE is a virtual organisation and the role is based from home. The successful applicant will be expected to provide their own work space although computer equipment and software will be provided. Most meetings are conducted virtually but expenses will be paid if in-person meetings are required.

This is an employed, full time position of 35 hours per week. Reduced working hours of between 25 - 35 hours per week will be considered. Working hours are flexible but ideally most of your working day will be during standard office hours (9.00am and 5.00pm). Further flexibility will be required depending on the needs of the organisation (eg, conference calls outside of standard office hours and COPE's annual 'retreat' which may require attendance in person over a weekend) although these are kept to a minimum as far as possible.

**Salary:** £21,000 per annum (pro rata if hours worked are less than 35 hours per week), plus benefits including: 25 days holiday and enrolment in company pension (after successful completion of a 3 months probationary period).

The successful candidate must be a UK resident.

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### GENERAL PURPOSE

1. Be the first point of contact for COPE, dealing with queries from members.
2. Responsible for a variety of administrative and clerical tasks.
3. Provide support to the Executive Officer, Operations Manager, Engagement and Outreach Officer, and the wider Council, assisting in daily clerical tasks as directed, and managing the organisation's general administrative activities.

### Key administrative tasks

1. Respond to all initial queries from members and non-members of COPE.
2. Invoice members, process invoices and expense claims, and respond to membership subscription fee queries from COPE members.
3. Liaise with the Executive Officer and Operations Manager in handling requests and queries from the Officers, Council and members.
4. Support the Operations Manager with scheduling and coordinating Trustee and Council elections.
5. Assist in the preparation of regularly scheduled reports and support Council with the production of PowerPoint presentations.
6. Work with the Operations Manager in the administration of COPE's resources, including finding translators as required.
7. Support COPE's Graphic Designer with producing updates to COPE resources using InDesign templates.

## Key administrative tasks (continued)

8. Schedule and take minutes of all internal Council subcommittee meetings.
9. Work with the Operations Manager in organising virtual and in-person events (Forum, webinars, workshops, seminars).
10. Organise travel arrangements (where appropriate).
11. Work with the Senior Membership Administrator to help with membership applications, as required.

## Key communications tasks

1. Support the Engagement and Outreach Officer in producing COPE's monthly newsletter, including: collating news items, liaising with COPE Council, adding news items to the website.
2. Support the Engagement and Outreach Officer in adding content to the website, as required.
3. Work with the Engagement and Outreach Officer to maintain COPE's membership lists.
4. Assist the Engagement and Outreach Officer in undertaking membership research as required.

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## QUALIFICATIONS AND EXPERIENCE

1. Formal qualifications are not essential but a high standard of English and maths is required.
2. A proven administrative background is essential; experience working with external and internal stakeholders, ideally within the scholarly publishing or university administration sector would be highly advantageous.
3. Experience in small charity administration and in the administration of a membership organisation that operates on a global stage would be desirable.
4. Experience in arranging and setting up virtual meetings (primarily using Zoom).
5. Knowledge of general business software and aptitude to learn new applications; proficiency in Microsoft Office (Word, Excel, Powerpoint) and Google Drive; experience with online communication platforms (eg, Monday.com, Basecamp), InDesign, Zoom and Xero desirable.

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## PERSON SPECIFICATION

1. Ability to work well as part of a small virtual team and confidence in supporting a large, volunteer, international Trustee Board and Council.
2. Shows confidence, flexibility, and self-motivation to contribute and work remotely.
3. Ability to work calmly under pressure, meet set deadlines and pay meticulous attention to detail completing tasks fully, accurately and on time, prioritising where appropriate.
4. Excellent written and verbal communication skills, with the ability to communicate effectively in a variety of written and verbal formats, including via video conferencing, telephone, email and in person with a wide range of people.
5. The ability to be resourceful and able to research, gather and distribute information as necessary.
6. Willingness to help and support colleagues, thinking beyond the task being given.
7. An understanding of how to handle confidential and/or sensitive information.

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<https://publicationethics.org/about/work-with-us>



Creating a culture of  
publication integrity together