

SOUTH YORKSHIRE LMC LIAISON GROUP

(Incorporating BARNSLEY, DONCASTER, NOTTINGHAMSHIRE, ROTHERHAM AND SHEFFIELD LMCs)

JOB DESCRIPTION

Job Title: **ADMINISTRATOR**
Hours: 4 per week
Hourly rate: £14

South Yorkshire LMC (SYLMC) Liaison Group Meetings (currently held every other month)

Meeting Preparation

- Liaise with members to schedule meeting dates
- Request new agenda items from members
- Source and invite guests as requested
- Prepare agenda
- Circulate meeting papers
- Create and circulate meeting links (when meetings are virtual)
- Arrange venue / catering (when meetings are face to face)

Meeting Attendance

- Attend meetings and take minutes
- Assist the Chair of the meeting as required

Post Meeting Actions

- Prepare draft minutes
- Share draft minutes with the Chair of the meeting for comment prior to wider circulation
- Chase up actions and correspondence recorded for members
- Share correspondence and replies with members

Finance

- Maintain a ledger of SYLMC funding
- Invoice member LMC s appropriately
- Receive claims from members and arrange payment
- Arrange venue and catering finance

Other

- Liaise with LMC Secretariats across South Yorkshire & Bassetlaw
- Prepare SYLMC documents for individual LMC websites
- Liaise with and co-ordinate meetings with the Integrated Care System (ICS)