



**LOCSU**

# **LOC Coordinator - Administration**

**March 2026**



# LOC Coordinator - Administration

**Job Title:** LOC Coordinator - Administration  
**Salary Scale:** £23k - £27k  
**Hours:** Full time, 35hr work week  
**Reports to:** Senior Advancement Lead  
**Location:** Remote with one day per month travel to within England

## Who are LOCSU?

LOCSU is the Local Optical Committee Support Unit - a non-profit membership organisation established in 2007 to provide support for [Local Optical Committees](#) (LOCs).

Our [team](#) work to provide LOCs with tailored training, communications, governance and compliance support alongside back-office functions, to support LOCs and nurture the eye health care leaders of the future.

Find out more information about LOCSU [on our website](#) or contact [info@locsu.co.uk](mailto:info@locsu.co.uk).

To apply for the role, please send your CV and cover letter to [info@locsu.co.uk](mailto:info@locsu.co.uk).



## Role Purpose

To provide essential administrative and secretarial support to ensure the smooth running of LOCSU's internal operations, forums, meetings and customer service functions. This role supports the wider LOCSU team by coordinating meetings, managing enquiries, preparing documents and helping deliver high-quality administrative processes.

Working closely with the Senior Advancement Lead, the LOC Coordinator – Communications and the wider team, the postholder will play a key role in ensuring LOCs receive timely, accurate and professional support.

## Key Responsibilities

### Administrative and Secretarial Support

- Provide day-to-day administrative and clerical support to the Senior Advancement Lead and wider LOCSU team.
- Prepare, proofread and format documents, agendas, meeting papers and presentations.
- Support the scheduling and coordination of internal meetings, including diary management and logistics.
- Maintain accurate records, filing systems and document libraries in line with LOCSU processes.

### Customer Service and Enquiry Handling

- Manage and monitor enquiries received through generic inboxes (e.g., info@), working with the LOC Coordinator – Communications, to ensure timely responses.
- Provide friendly, professional responses and escalate queries when needed.
- Maintain accurate records of enquiries to support reporting and service improvement.

### Meeting and Forum Coordination

- Arrange and coordinate online forums (national, regional and role-specific), including preparing agendas, sending invitations, circulating papers and post meeting notes.
- Support arrangement and coordination of online training, including preparing agendas, sending invitations, circulating papers and post training materials and certificates.
- Ensure meetings run smoothly by managing attendance, materials and follow-up actions.

### Team Meeting Support

- Support the planning and delivery of LOCSU team meetings (online and in-person), supporting preparation of and circulating agendas and papers and preparing and sharing post-meeting notes and action logs.
- Assist with team meeting logistics such as venue liaison, catering, and on-site support.
- Maintain meeting records to support future planning.

### Collaboration and Cross Team Working

- Work closely with the LOC Coordinator – Communications to ensure smooth coordination of shared tasks and enquiries.
- Support the Senior Advancement Lead and wider LOCSU team with meeting logistics and information sharing.
- Collaborate with the wider LOCSU team to ensure consistent messaging and high quality customer service.

Undertake other duties within the broad remit of the role as required.

## Experience/skills:

### Essential

- Strong written and verbal communication skills with good attention to detail.
- Proficiency in Microsoft Office 365 (Word, Outlook, Teams, Excel) with accurate data entry skills.
- Experience in using electronic filing systems (SharePoint is the organisation system – experience in this desirable).
- Strong organisational skills with the ability to manage multiple tasks and priorities.
- Ability to build positive working relationships and liaise confidently with colleagues and external stakeholders
- Flexible, proactive and able to work independently with a 'can-do' approach.

### Desirable

- Administration experience or a relevant qualification (e.g., business administration, office support)
- Experience supporting virtual or in-person meetings or events.
- Experience supporting action logs.
- Experience supporting project administration.
- Experience working in a non-profit, NHS, membership or professional body environment (advantage but not essential).
- Understanding of the optical sector or primary eye care (advantage but not essential).

### Whole Team Skills/Qualities:

- Excellent communications skills (written and verbal), proficient in sharepoint, outlook, powerpoint, word, excel, virtual meeting platforms.
- Enthusiastic, friendly and helpful team player that is solution focussed and ready to support others succeed and desire to 'make it easy' for all colleagues and customers.
- Proactive, with a positive 'can do' attitude and a desire to strive for self-improvement.
- Highly motivated and flexible problem solver who can adapt to change quickly.
- Able to work autonomously and create a vision for their own area of work, explaining how this fits with the overall strategy.
- Ability and flexibility to travel in England for team and LOC meetings, including some evening meetings.
- Excellent relationship development and management skills with a focus on providing high quality customer service.
- Excellent problem-solving skills including understanding how a national support unit can complement and enhance regional teams.
- Experience working in a fast-paced environment with multiple stakeholders and, sometimes, conflicting priorities.
- Proven track record in taking ownership and identifying opportunities for innovation.
- Act as project lead where required and provide appropriate partnership, leadership, support and training in own subject matter.
- Facilitate and demonstrate LOCSU value proposition and drive confidence in services.
- Support whole LOCSU team with ad hoc tasks where required to ensure overall business objectives are met.
- Ability to manage confidential and sensitive information.
- Used to working to deadlines, prioritising workload, working on multiple projects and tasks at the same time.

**For further information please contact**  
**[info@locsu.co.uk](mailto:info@locsu.co.uk)**

**2 Woodbridge Street,  
London EC1R 0DG  
e [info@locsu.co.uk](mailto:info@locsu.co.uk)  
t 020 7549 2051  
[locsu.co.uk](http://locsu.co.uk)**

LOCSU does not provide legal or financial advice and, thereby, excludes all liability whatsoever arising where any individual, person or entity has suffered any loss or damage arising from the use of information provided by LOCSU in circumstances where professional legal or financial advice ought reasonably to have been obtained. LOCSU strongly advises individuals to obtain independent legal/financial advice where required.

**Version 1: 03/26**



**LOCSU**