

BRITISH ASSOCIATION OF SOCIAL WORKERS

Band C Start Salary
£25,901 (Grade
£25,901 - £35,320)



POST TITLE: Events Coordinator and Administrator

DATE: Jul-21

SUMMARY OF JOB: To provide administrative, meeting and event support to the team in BASW England, the work of BASW England Committee and BASW England groups.

BASW is an equal opportunities employer. Employees must have a positive commitment to the implementation of equal opportunities policies.

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
Experience	<p>Hands on experience of preparing, promoting and delivering profitable, successful, quality events including conferences, training events and workshops within budget.</p> <p>Good working experience of information management, databases and communication/information technologies as well as use of MS Teams and other Microsoft applications.</p> <p>Working in partnerships and networks to deliver both online and offline events, projects, campaigns and/or resources.</p> <p>Working in a busy environment, high volume and deadline driven with many competing demands.</p> <p>Providing total administrative support to meetings/committees/team environment eg agendas, minutes preparation etc.</p> <p>Diary management (own and others).</p> <p>Accurate preparation of reports, budgets, conference materials, advertising, publications etc.</p> <p>Project work.</p>	<p>Marketing experience</p> <p>Tech savvy</p> <p>Website content management & bulk email shots</p> <p>Cross team experience</p> <p>Working with a distributed workforce</p> <p>Contract / supplier management</p> <p>Understanding of the third sector</p> <p>Sales</p>	Application form/Interview

Qualifications:	Educated to A-level standard or equivalent.	Further qualifications in a relevant discipline	Application form/Interview
Training:	Evidence of active engagement with personal professional development.	GDPR Training	Application form/Interview
Skills/Specialist Knowledge:	<p>Competent use of Microsoft applications, teams, word, excel, PowerPoint etc.</p> <p>Problem solving.</p> <p>Proven interpersonal, networking and partnership working skills.</p> <p>Customer service skills.</p> <p>Must be able to multi task.</p> <p>Must be an excellent communicator.</p> <p>Must have an eye for accuracy and detail.</p> <p>Must have good organisational and administrative skills.</p> <p>Risk Assessment and a good understanding of safety requirements for events.</p> <p>Time management.</p>	<p>Understanding of the values and principles of Social Work and how these might be applied to the role</p> <p>Working with medium/small groups</p> <p>Collaborative working with other internal and external stakeholders</p> <p>Negotiation skills</p> <p>Strategic planning and budgeting</p> <p>Work of a confidential nature</p>	Application form/Interview
Circumstances:	<p>Willingness to work flexibly, remotely and travel with overnight stays.</p> <p>Ability to work unsociable hours with prior agreement.</p>	Valid driving license and access to a vehicle	Application form/Interview
Disposition/Attitude:	<p>Be able to remain calm in a crisis.</p> <p>Able to deal with competing demands and able to prioritise.</p> <p>Must be comfortable dealing with people on all levels.</p> <p>Must work well as part of a team.</p> <p>Must be friendly and approachable.</p> <p>Able to work with confidential or commercially-sensitive information.</p> <p>Show initiative in the development of new projects.</p> <p>Flexibility to respond to shifting demands.</p> <p>Ability to meet strict deadlines.</p> <p>Positive and enthusiastic approach to working with other organisations, networks and individuals.</p> <p>Personally well-organised.</p> <p>Fast learner.</p> <p>Commitment to equal opportunities.</p> <p>Must be able to use own initiative.</p>		Application form/Interview
Physical:	Able to move and lift boxes and erect simple exhibition material.		