



BRITISH ASSOCIATION OF SOCIAL WORKERS (BASW)

Administration, Events & Content Coordinator - BASW England

Responsible to: BASW England Administration Manager

Overall Objective: As part of a team, to work to achieve BASW England's strategic objectives to increase membership and member retention. To provide administration support to the England country team. To co-develop BASW England's largely virtual and some face-to-face events. To create and manage content, promoting and in support of the many campaigns the England team innovate each year.

You are organised, detailed, a team player and happy to multi-task. You will be working from home largely, supported by the organisation to do so, with daily-up-date meetings and at hand support. The balance of your time will be spent in attending face-to-face events across England and visiting BASW HQ in Birmingham several times per month from January 2022.

Primary Tasks:

1. To provide day-to-day administrative support to BASW England Professional Officers. These projects and campaigns result in meetings, seminars, PODcasts, webinars and other events, the larger majority of which are delivered virtually and in Teams, Zoom, Hopin and on other platforms. This includes diary and calendar management, setting-up meetings and events, producing reports, papers, correspondence and to take minutes.
2. To create in publisher (or similar) and support the creation of content produced by and for BASW England on a regular basis including newsletters, web content, presentations, policy documents, surveys, reports, web pages and promotional materials. This may require working with the Website Administrator, Press Officer, Communications, BASW England Administration Manager and others from time to time.
3. To work with operations to create and maintain an efficient, logical, effective, intuitive and live administrative system. This includes the organisation's intranet, cloud-based systems, working in Teams, Slack and the organisation's customer relationship management system (CRM)
4. To support the team in the planning and delivery of BASW England events programme. This includes the BASW England hybrid Student Conference/BASW England Conference and Members Meeting and other key stakeholder conferences and events across England.

5. To work with stakeholders and people with lived experience enabling them to effectively engage in all meetings and events, supporting them to effectively access the content and make the most of the learning we create.
6. To ensure all BASW England members are afforded a voice in all the work we do, appearing in the BASW magazine PSW, in digital and paper content, in the media and events.
7. As part of the team, to establish systems for evaluating and measuring the quality and commercial performance of BASW England projects, initiatives, campaigns and events in accordance with the BASW Vision.
8. To effectively manage data, working to GDPR guidelines.

Other Tasks:

9. To act at all times as the public face of BASW England and the Association during frontline duties such and demonstrate effective networking skills with a wide range of organisations.
10. To maintain an awareness of the Association's overall activities in order to signpost members and non-members efficiently to the service they require.
11. To be aware of developments and opportunities in the external environment and advise the Country Team/BASW England Committee appropriately. To gather intelligence about the skill base of members within the England area.
12. To work co-operatively and effectively with BASW UK staff and services in order to meet the organisation's strategic objectives.
13. To undertake additional duties as required by the National Director and Chief Executive.