



The professional association for  
social work and social workers

## BRITISH ASSOCIATION OF SOCIAL WORKERS (BASW)

### Events Coordinator and Administrator - BASW England

**Responsible to:** BASW England Administration Manager

**Overall Objective:** To achieve BASW England's strategic objectives to increase membership and member retention whilst providing exceptional customer service to our members and enhancing the standing of the profession. To provide administration support to the England country team. To co-develop BASW England's event strategy and event delivery across England creating sustainable events as part of a programme that meet BASW England's objectives and those of the organisation as detailed in the BASW Vision.

#### Primary Tasks:

1. To provide administration support to Professional Officers in the team and other duties as requested by the National Director, BASW England and BASW England Administration Manager.
2. To work with the Country Team to achieve the goals and objectives of the BASW England Business and Development Plan contributing to its development, delivery, monitoring and evaluation working to BASW's Vision and overall strategic objectives.
3. To maintain an efficient administrative system for the country office including electronic filing and the upkeep of master digital systems and databases.
4. To produce reports, papers, correspondence etc. and to take minutes at meetings and events on a regular basis.
5. To coordinate the planning, implementation and professional delivery of BASW England events programme within budget, taking lead responsibility for BASW England events programme including online events as required. This includes the BASW England hybrid Student Conference/BASW England Conference and Members Meeting and other key stakeholder conferences, exhibitions and events.
6. To work with the BASW England Team and BASW England Committee to develop and deliver high quality, beneficial and successful BASW England branded events to measured objectives.
7. To engage with stakeholders, and people with lived experience including them and supporting them in all the events we create.
8. To establish systems for evaluating the quality and commercial performance of BASW England events and initiatives in accordance with the BASW Vision.
9. To plan and coordinate attendance at external events in order to promote the aims of BASW England and the association. Duties will include all administration and liaison with venues, stakeholders, suppliers, speakers and exhibitors coordinating resources, briefing of staff and carrying out other associated duties as required.
10. To be responsible for Risk Assessments, Health & Safety and Staff while at events.

11. To manage marketing tools including content management and online registration solutions, newsletters, web content, presentations, policy documents, surveys, publications and promotional materials. This will require working in conjunction with the Website Administrator, PR Manager, Marketing personnel, Publishing Manager, BASW England Administration Manager and others from time to time.

**Other Tasks:**

12. To act at all times as the public face of BASW England and the Association during frontline duties such as providing telephone support, written correspondence, meetings, events, email, in support of BASW England social platforms and any other opportunities to promote BASW and BASW England. To demonstrate effective networking skills with a wide range of organisations.
13. To participate in the implementation and management of new operational systems to improve efficiency and impact of events and their impact upon delegates and participants.
14. To process all incoming and outgoing correspondence, including email and answering the telephone in support of stakeholders and BASW members.
15. To maintain an awareness of the Association's overall activities in order to signpost members and none members efficiently to the service they require. 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.
16. To work co-operatively and effectively with BASW UK staff and services in order to meet the organisation's strategic objectives.
17. To undertake additional duties as required by the Chief Executive.