

## Events Officer (March 2024)

### KEY INFO

<b>Job title</b>	Events Officer (maternity cover)
<b>Salary</b>	£31,070 - £34,178
<b>Hours</b>	Normally 35 hours per week, Monday – Friday with hybrid working (2 days in Durham office and 3 days working from home)
<b>Location</b>	The role is based in Durham but some travel within the UK is required. In particular, you will be expected to attend the BSA Annual Conference (normally held over the Easter school holiday for a period of 3 or 4 days) and at least one further conference later in the year.
<b>Holidays</b>	29 days plus Bank Holidays for 2024 (returning to 27 days plus Bank Holidays in 2025) plus 7 discretionary days at Christmas as determined by the BSA
<b>Terms of appointment</b>	Temporary (18-month contract)
<b>Responsible to</b>	Governance Manager
<b>Job purpose</b>	To manage BSA conferences and events

### JOB DESCRIPTION

As an experienced event professional, you will be part of a small but highly dedicated team and will share the co-ordination and delivery of a busy events programme. This will involve all aspects of the event programme, from content and format design to overall delivery, including: implementing an ongoing programme of stimulating conferences; full conference and event production (venue search and selection, liaison with academic programmers, provision of on-site services, sponsor search and liaison, etc); the development and growth of attending delegates through promotional activities; website maintenance and CRM population and management; writing copy and assisting in the design of promotional materials; ensuring the events come in on budget; and supervising any volunteers at the events.

This is a full-time 35 hour per week role, with just 2 days in the office and the rest at home.

In addition to the role being just 35 hours per week (9am – 4.30pm, Monday – Friday) and hybrid working being available, there is a really generous annual holiday entitlement for 2024 of 29 days per year, plus bank holidays (returning to 27 days plus Bank Holidays in 2025), plus 7 “customary” days normally allocated Christmas. The pension is generous as is the salary of £31,070 - £34,178 per annum.

Applicants must be flawless communicators with top notch written and verbal skills. Able to create instantly positive relationships with all stakeholders, the successful applicant will have a keen eye for

detail and be an adept problem solver. Additionally, they will be competent administrators, with strong IT skills and a good working knowledge of online conferencing software.

Finally, as a learned society, we work closely with members of the academic community every day. Experience of working with academics in a previous role would be highly desirable.

## **DUTIES**

Include but are not limited to:-

- 1 Delivery of an ongoing programme of stimulating conferences and events (online and in-person)
- 2 Full conference and event production (venue search and recommendation, liaison with academic organisers, provision of on-site services, sponsor search and liaison, etc)
- 3 Regularly reviewing attendance numbers and developing delegate growth through marketing / promotional activities
- 4 Assisting with the updating of the website
- 5 Working with the Digital Content Officer and other staff to ensure that events are promoted to the BSA community, including assisting in the writing of promotional copy and design of communications materials
- 6 Managing the day-to-day processing of abstract submissions and routine conference correspondence
- 7 Liaising with event organisers in respect of event promotion, preparation and production of delegate information, delegate bookings, processing for registration and accommodation, venue, catering and audio visual arrangements
- 8 Processing and / or issuing receipts and invoices for events as appropriate
- 9 Organising travel and accommodation for plenary speakers and provision for disabled delegates
- 10 Liaising with speakers in respect of event presentations
- 11 Effectively monitoring the budgets for individual events and conferences in consultation with the Finance Officer
- 12 Reviewing and producing reports on event activity, including financial and budgetary reports in consultation with the Finance Officer
- 13 Providing administrative support for event committees where required (including circulation of agendas & papers and minute-taking)

- 14      Overseeing events support work provided by any junior member(s) of the Events team, temporary staff and/or student helpers
- 15      General administrative and other office duties as required

### **ESSENTIAL SKILLS**

- A high level of communication and persuasion skills
- Ability to quickly establish and maintain excellent working relationships with academics, administrators and suppliers
- Problem-solving
- Exceptional attention to detail and an ability to maintain high accuracy and thoroughness when executing tasks
- Accurate data entry and numeracy skills, with the ability to analyse historical event data and prepare reports as required
- Ability to prioritise workload to ensure that you are hitting targets and meeting deadlines
- Strong project-planning and organisational skills with the ability to successfully multi-task – you will be managing high volumes of email communications from our members and other stakeholders of the BSA so you will need to be efficient in your responses and comfortable responding to a wide variety of queries and needs in writing
- Ability to develop and maintain systems for the smooth running of events

### **PERSONAL QUALITIES**

- A pro-active and enthusiastic team player
- Customer-focused with the ability to communicate at all levels with internal and external stakeholders
- Confidence in presenting verbal updates to event organisers, committee members and other stakeholders when required
- Self-motivated with an ability to thrive under pressure
- Able to work without direct supervision
- Well-presented with excellent oral and written English language skills
- Committed to continuous self-development and learning

### **EDUCATION / EXPERIENCE**

- An events degree and/or significant experience of running and managing events
- Proficient in Microsoft Outlook, Word, Excel, PowerPoint
- Strong IT skills and a working knowledge of online conferencing software