



Job Description: Events & Marketing Administrator

Purpose of the Post

This post will fulfil the day-to-day functions associated with the delivery of events, including involvement on-the-day of the event and delivery itself, along with providing day-to-day support to the Communications and Marketing Team. The role will be evenly split between the two functions (35 hours per week). The role will be based in Oxford Street, Glasgow but some travel will be required to National Office in Edinburgh for team meetings and travel will be required throughout Scotland to participate in the delivery of all scheduled events.

Work Responsibilities

Event administration

- Respond to all event enquires in a timely manner; inclusive of verbal and email enquiries
- Work co-operatively with other staff to ensure effective and efficient administrative support is provided to all aspects of daily work tasks
- Review administrative processes and procedures to ensure they remain effective and efficient

Event tasks

- To lead on the delivery of all event administration tasks, such as but not inclusive to producing delegate information, invoices, ensuring all event materials are available as and when needed, in order to complete delivery
- To ensure the event kit is always complete and in working order
- To work with the finance team to ensure appropriate event floats are available on event day
- To work with the Head of Conferencing and External Events to liaise with external suppliers when it comes to producing event materials, such as name badges and signs
- To participate in the sourcing of suppliers, as and when needed, for event materials.
- To participate within the set-up, delivery and wrap-up elements of all events.
- Work with the Head of Conferencing and External Events to respond to all enquiries for the organisation to attend third party events, including the coordination of all material and literature required for these events to be undertaken.



Team Administration

- Provide general administrative support to all aspects of team business
- Support team managers with desk based research
- Work with the Information Manager & Design and Print Manager on requests for information materials
- Support the Information Manager in the stock control of information materials and processing fulfilment orders
- Ensure all stationery requests for the organisation are processed
- Work with the Head of Conference and External Events and Deputy Director of Communications and Marketing to ensure all relevant meetings and events are scheduled across the year, as well as providing monthly support to the reporting cycle

General

- To present the organisation professionally in all communications
- Participate in staff meetings, training and development and supervision when required
- Promote a positive working relationship between all departments and team colleagues

Health and Safety -

- Be aware of and complying with safe working practices as instructed and in accordance with policies and procedures e.g. fire evacuation procedures, data protection
- Report any defective equipment to the manager
- Act in a calm and professional manner when responding to an emergency

Quality Control -

- Implement the aims, objectives, policies and procedures of Alzheimer Scotland
- Participate in a variety of quality monitoring methods to ensure organisational satisfaction with the department.

The responsibilities are to be carried out according to Alzheimer Scotland's standards, policies and procedures as described in the organisation's manuals.

Accountability

This post will be line-managed by the Head of Conference and External Events.

Salary and Grade

The post is graded at scale points 15 to 18

This job description is open to review by the organisation at any time and was last reviewed in October 2016.



Conference & Marketing Administrator

Person Specification

The following criteria will be used in shortlisting candidates and in appointing the successful applicant. Please note that the competencies are not ranked in priority order.

	Essential	Desirable
Professional attitudes and values		
Understanding of and empathy with the organisation's aims and values	✓	
To be reliable and transparent in all work procedures	✓	
IT		
High standard in Microsoft Office package (Word, Excel, Access, PowerPoint), e-mail and internet/intranet usage	✓	
Event experience		
Experience of delivering events		✓
Clerical		
Good interpersonal communication and telephone skills	✓	
High level of organisational skills & ability	✓	
Experience of establishing and maintaining an efficient database	✓	
Ability to manage own time and to organise tasks and work load in priority of pending deadlines	✓	
Experience of petty cash systems and banking procedures	✓	
Personal qualities		
Ability to be adaptable and work as part of a busy team	✓	
Ability to work across multi-disciplines		✓
Ability to forward plan and use initiative		✓