



## Job Description

<b>Title:</b>	Foundation & Membership Events Administrator
<b>Reporting to:</b>	Foundation & Membership Administrative Executive
<b>Job Purpose:</b>	To provide administrative and event support to the Programme Managers (PMs) and contribute to the overall efficiency of the team
<b>Role Duration:</b>	3 years FTC

### Key Responsibilities

1. Assist the Foundation and Membership Team before, during and after events (receptions, breakfasts, exhibitions, concerts, seminars and lectures). This will include postal and electronic mail-outs, updating and managing databases, room booking, set up, catering and liaison with third party suppliers as required.
2. Assist with project logistics including accommodation, transport, marketing, communication with stakeholders and applicants including booking adverts, and general administration and management of events. Set up and monitor online event booking forms, handle telephone enquiries, manage RSVP lists. Create events in CRM (Access/ThankQ).
3. Record management including data deletion in the CRM (Foundation & Membership) as instructed by the Compliance & Procurement Manager and/or the CRM Executive
4. Administer Purchase Order Numbers for approved suppliers, timesheets, invoices and cheque requisitions ensuring that the budget trackers are updated accordingly, liaising with the Finance team.
5. Monitor and update specific areas of the RDS website, and list events on third party website listings.
6. Provide operational support to the PMs for Committee meetings. This will include co-ordination of documents and meeting packs, room bookings and set-up, minute-taking and any post meeting administration.
7. Attend regular meetings, which requires note taking.
8. Anticipate the need for, order and ensure the delivery of stationery and other materials for events and general office management.
9. Member of the Main Reception Relief Roster (with other members of the team).
10. Participate in any other RDS projects, events or activities as directed by the Foundation Director and/or Chief Executive.

## Person Specification

### **Personal Attributes:**

- The candidate must be a people orientated person, highly conscientious, organised and detail conscious.
- Must have a flexible approach to work and have a proven track record in being able to work accurately under pressure to tight deadlines.

- Have a proven ability to organise, prioritise and complete tasks in an efficient and methodical manner. Must be a proven completer / finisher.
- Willing to work occasional early mornings, weekends and evenings when events are taking place.
- Enjoys working with a broad range of people from school children to graduates to highly qualified and well-respected professionals including Committee members.
- Motivated, confident and credible individual with initiative and common sense and a proven ability to work within a cross functional team.

**Qualifications:**

- Third level qualification in business/office administration or event management.
- GDPR and/or procurement qualification would be advantageous.

**Experience:**

- At least two years' administrative experience which must include the capability to use Office packages such as Word, Excel, PowerPoint and Photoshop.
- Experience of using and maintaining CRM/online application systems is essential.
- Experience of event administration is very advantageous.
- Good working knowledge of administering GDPR and/or procurement.
- Experience of supporting a team and having to prioritise and multitask.
- Knowledge of website content management is desirable.

**Skills:**

- Adept proof-reading skills.
- Excellent administrative and organisational skills.
- Strong communication and interpersonal skills.
- Proficient Office application skills (Windows 2010), website content management skills.

*All interviewed candidates will be asked to undertake an administrative skills test which is directly related to the role.*