



JOB DESCRIPTION

Job title

Events Assistant

Report to

Head of Events

Directorate

Learning and Professional Development Sub-Directorate of the Member Services Directorate

Grade

Technical and Administrative Support 1

Objectives of the job

To help deliver the BDA's events programme, provide assistance onsite at events and provide administrative support to colleagues in the Events team.

Main duties and responsibilities

- Responsible for the organisation and onsite delivery of the BDA's programme of clinical and non-clinical events, Training essentials courses, event management contracts, and Branches and Sections events, as appropriate
- Liaise with speakers and chairs (when appropriate), working closely with them to guide them in the run up to the event and on the day
- Develop good relationships with venue staff and suppliers and ensure ongoing liaison
- Add events and provide relevant copy to the BDA website
- In association with the BDA's design editors and marketing team to proof and check promotional pieces being produced for events
- Responsible for managing delegate bookings and processing delegate registration fees for events
- Prepare for events, including printing delegate documentation, producing evaluation forms, printing name badges, packing the delegate packs and crate
- Oversee and manage the smooth running of events on the day whilst ensuring high quality standards are maintained
- Summarise and write a report on the delegate and exhibitor evaluation forms for each event
- Respond to appropriate member and delegate enquiries
- Assist other colleagues in the events team as and when necessary
- Attendance at colleagues' events as required



- Undertake special projects as and when necessary.

These responsibilities will involve travel within the UK from time to time.

PERSON SPECIFICATION

The following skills and attributes are necessary:

- Demonstrable experience of managing events
- Excellent personal organisation skills, including the ability to prioritise, plan, work to tight deadlines and manage a range of complex administrative demands
- Excellent interpersonal, written and verbal communication skills. Confidence in ability to interact with people at all levels
- Demonstrable experience of working as part of an effective team
- Commitment to a high level of customer service to internal and external customers
- Experience of proof reading items such as promotional flyers, brochures and course handouts
- Appreciation of AV and other technical capabilities to complement efficient and effective stage management of events
- Good IT skills, including in Outlook, Word, Excel, Power Point

The following skills and attributes are desirable:

- Appreciation of the professional and political environment in which the BDA operates

November 2018