

Job Summary

Job Title: Membership and Conference Administrator

Grade: 4

Salary: £18,412 to £21,220 per annum

Department: The English Association

Contract: Full time, fixed term for 5 years

Job Reference: SAH00257

Role Purpose

The post-holder will have a significant role in providing clerical support for the administration of the English Association and will have responsibility for the maintenance and development of systems and procedures to ensure the effective delivery of the Association's activities. The post-holder will also provide general clerical support for all aspects of the work of the Association and will be expected, on occasion, to deputise for the Chief Executive.

Principal Responsibilities	% Time
<ul style="list-style-type: none">Membership and Subscriptions	35
<ul style="list-style-type: none">Conference Administration	20
<ul style="list-style-type: none">Committees, Publications, Prizes	20
<ul style="list-style-type: none">General Office Administration	25
Internal and External Relationships	
Interact with Chief Executive, committee members, members, public, conference delegates, subscription agencies, publishers, printers, venues, IT support (internal and external), colleagues in related organizations, voluntary support and media.	
Planning and Organising	
Strong organizational skills and able to prioritise work across a broad spread of responsibilities.	
Qualifications, Knowledge and Experience	
Essential <ul style="list-style-type: none">Education to A-Level or equivalent plus some relevant work experience*	
Desirable <ul style="list-style-type: none">Extensive experience in a responsible administrative role.Experience of committee and/or conference administration.Experience of work in a membership environment.	

Job Summary

Skills, Abilities and Competencies

Essential

- Demonstrable IT-skills, including detailed knowledge of MS Office applications (especially Word, Excel and Access), email and internet, including the ability to create and use spreadsheets, databases and mail merge.
- Good standard of literacy* and numeracy
- Be detail-oriented, methodical and systematic in approach to tasks
- Well-developed and effective oral and written communication skills and the ability to liaise with a range of stakeholders
- Strong organisational skills and able to prioritise work across a broad spread of responsibilities.
- Ability to work in a busy environment, to tight deadlines and to take responsibility for meeting agreed targets
- Self-motivated and able to work independently when required
- Able to work proactively and flexibly
- Able to recognise the need for discretion and confidentiality at all times.

Desirable

- Able to anticipate and be proactive in solving important issues.
- Willing to learn new skills and carry out tasks beyond own remit, as required.
- Familiar with use of social media for work purposes.

****Criteria to be used in shortlisting candidates for interview***