

JOB PURPOSE

To provide administrative support for PLSA event programmes.

Salary £25,000 - £30,000, depending on experience, plus benefits.

ACCOUNTABILITY

The post holder will report to the Events Programme & Technical Manager.

KEY RESPONSIBILITIES

- ▶ To manage the delivery of speaker logistics across all PLSA events, to include sending out speaker logistics letters, scheduling speaker briefing meetings, circulating speaker briefing notes, co-ordinating speaker profiles, PowerPoint presentations, live polls, accommodation requirements. Chasing in outstanding information when required.
- ▶ Maintain speaker and programme information on relevant documents and file collateral such as bios, photos, social media links, etc.
- ▶ Support the Events Programme and Technical Manager with the programme development process, i.e. scheduling meetings, liaising with colleagues, taking meeting notes and circulating, reminding and chasing in programme information/actions in a timely manner.
- ▶ To work closely with Events Content Creator to ensure the seamless handover of programme session details and speaker/chair information.
- ▶ Build and maintain good relationships with 'regular' speakers/chairs, i.e. Board and Committee members.
- ▶ Maintain an up-to-date website regarding event programmes.
- ▶ Input and update the conference app with programme information.
- ▶ Assist Events Programme & Technical Manager to manage a speaker bank.
- ▶ Support the technical delivery of events, as requested by the Events Programme & Technical Manager.

ESSENTIAL EXPERIENCE / KNOWLEDGE

- ▶ Experience of having previously provided administrative support to a team.
- ▶ MS Office, Outlook, Word, ExCel and PowerPoint.

DESIRABLE EXPERIENCE / KNOWLEDGE

- ▶ Experience of working in events.
- ▶ Experience of working with CRM database systems.
- ▶ Experience of using Zoom or Microsoft Teams.

- ▶ Experience of using Adobe Creative Cloud, i.e. Acrobat or Photoshop.

KEY SKILLS AND PERSONAL ATTRIBUTES

- ▶ Effective organisational and prioritisation skills – ability to be proactive, multi-task and meet deadlines.
- ▶ Accuracy and a keen eye for detail.
- ▶ Excellent communication skills with professional telephone manner.
- ▶ Flexible, hardworking, reliable and a keen team player who is also able to work independently and works well under pressure.
- ▶ High personal standards.
- ▶ Open, honest, friendly and personable.