

University of London Job Specification

Job Title: Administrator (Events & Programmes)
Department: M25 Consortium of Academic Libraries
Section: M25 Support Team
Level: Level 4

Job Purpose:	To provide administrative support for the events and other programmes of work within the M25 Consortium. To service the meetings of the Consortium's Steering Group, Working Groups and Task Groups.	
Job Content:		%
<p><u>General responsibilities</u></p> <ol style="list-style-type: none"> 1. To support the cpd25 Chair, Working Group and four Task Groups for the effective administration of the cpd25 staff training programme of the M25 Consortium 2. To provide administrative support for the annual conference, directors' briefings and other events of the M25 Consortium 3. To support the administration of the mutual access scheme 'Access25' and other programmes and projects as required 4. To maintain a working knowledge of the Consortium's budget <p><u>Specific responsibilities</u></p> <p>Event organisation</p> <ol style="list-style-type: none"> 5. To support the delivery of the cpd25 training programme (as devised by the task groups) including identifying and booking venues; catering; events scheduling; bookings management and post-event activities such as collating feedback and compiling attendance statistics. 6. To attend all the Consortium's events, which take place across London and the South East, in order to support their smooth running on the day 7. To work with the Executive Manager in the delivery of the annual conference, networking event, directors' briefings and any other events throughout the year 		50%
Communications and marketing		20%

<p>8. To market M25 and cpd25 events to potential delegates using a variety of appropriate communication tools (e.g. the Consortium website, email lists, social media and leaflets).</p> <p>9. Ensure that M25 website content, especially pertaining to events, is maintained and up to date with details of the latest events and other relevant documentation.</p> <p>10. To maintain regular communication with the cpd25 task groups and cpd25 Working Group in order to ensure that the cpd25 programme functions smoothly</p> <p>11. To judge when to troubleshoot or escalate any potential issues which may arise in relation to the Consortium’s programmes and events</p> <p>Supporting meetings</p> <p>12. To work with the M25 Trustees, Steering Group and Working Group members to ensure a full calendar of meetings including the preparation and distribution of meeting papers</p> <p>13. To take minutes for the Consortium’s Steering Group, Working Groups and Task Groups, liaising with the chair of the meeting to ensure timely circulation to group members and publication on the Consortium’s website.</p> <p>Liaison & teamwork</p> <p>14. To liaise with a wide variety of suppliers, stakeholders and event speakers on all aspects of events organisation and requirements</p> <p>15. To contribute to the smooth running of the M25 Support Team, Steering Group, Working Groups and the Consortium as a whole through efficient and effective working practices</p> <p>16. To support the work of the Administrator (Finance & Reporting) both concerning individual events and the annual independent examination process</p> <p>17. To supervise the work of any casual staff, when requested, that may be employed to carry out basic administrative tasks such as filing, photocopying and compiling delegate packs for events</p> <p><u>Other responsibilities</u></p> <p>18. To have a working knowledge of the other areas of the Support Team’s work</p> <p>19. To actively follow and promote the University of London policies, including the University’s Dignity at Work and Equal Opportunities Policy and actively promote these wherever possible.</p> <p>20. To maintain an awareness and observation of fire and health and safety regulations</p> <p>21. Any other duties consistent with both the grade and scope of the post</p> <p>22. Any other duties reasonably required of the post holder by the Executive Manager and M25 Trustees</p>	<p>20%</p> <p>10%</p>
<p>Reports to:</p> <p>Responsible for:</p>	<p>Executive Manager</p> <p>Possible supervision of casual staff from time to time</p>
<p>Additional demands of the role:</p>	<p>To deliver services effectively, a degree of flexibility is needed and the post holder may be</p>

	required to perform work not specifically referred to above. Travel within London and the south east is required and the post holder should be prepared to work flexible hours when required.
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Person Specification
<p><u>EXPERIENCE & PERSONAL QUALITIES</u></p> <p><i>Essential:</i></p> <ul style="list-style-type: none">• Demonstrable experience in an administrative role, responsible for planning a varied and on-going programme of meetings, events and/or visits.• Experience of financial and budget monitoring including the ability to estimate event/meeting costs and keep to a budget.• Evidence of communicating effectively with different levels of internal and external organisational staff through a variety of methods, e.g. in person, by email, by phone, by web publishing and through social media.• Demonstrable writing skills with ability to write clearly and concisely for different purposes (e.g. for websites, reports & publicity material).• Experience of good records management practices including preparing papers and undertaking accurate minute-taking.• Demonstrable ability to negotiate with suppliers.• Evidence of effective time management skills coupled with the ability to prioritise and meet task deadlines.• Ability to work independently with minimal supervision.• Demonstrable ability to work with others as part of a team, providing cover for colleagues as required.• Experience of working in an environment with a range of stakeholders. <p><i>Desirable:</i></p> <ul style="list-style-type: none">• Experience of working in an academic library or similar environment.
<p><u>TECHNICAL KNOWLEDGE & SKILLS</u></p> <p><i>Essential:</i></p> <ul style="list-style-type: none">• Proven detailed understanding of the principles and mechanics of event management.• Excellent working knowledge of the Microsoft Office suite. <p><i>Desirable:</i></p> <ul style="list-style-type: none">• Experience of creating webpages using content management systems
<p><u>EDUCATION & PROFESSIONAL QUALIFICATIONS</u></p> <p>No specific educational requirements but highly numerate and literate to fulfil demands of the role.</p>

Competency Requirements	Essential	Desirable
Academic Community focus	A	
Adapting to change	A	
<i>Commercial awareness (optional)</i>	A	
Creativity and innovation	B	
<i>Customer focus (optional)</i>	B	
<i>International engagement (optional)</i>	n/a	
Interpersonal understanding	A	
Leadership	n/a	
Managing resources	A	
Organisational commitment	A	
Proactivity and planning	B	
Problem solving and decision making	A	B
Performance Management	n/a	
Resilience	A	
<i>Staff development and commitment to learning (optional)</i>	A	
<i>Stakeholder focus (optional)</i>	B	
<i>Striving for excellence (optional)</i>	A	B
Working collaboratively with others	B	
<p>Competencies are scored on an A-D scale, with D representing the highest demonstration of the competency.</p> <p>For further information on each of the competencies and relevant levels, please refer to the University's Competency Model http://www.london.ac.uk/5258</p>		