



Administration and Events Co-ordinator

Job Description and Person Specification

Job Purpose

- To organise, promote and support a range of events across Essex under the direction of the Development Manager.
- To raise the profile of the organisation through communications aimed at new and existing members, new and existing commercial partners and relevant statutory and other organisations.
- To deliver cohesive and consistent messaging across a range of social media channels in order to raise the profile of the organisation and present an image which aligns with our organisational values and objectives.
- To provide other administration and business support.

Accountabilities

Administration

- To be responsible for general administration duties including venue bookings, invoicing, etc.
- Maintain accurate and up to date membership and other lists in line with GDPR.
- Maintain records relevant to commercial partnership.

Events

- Support in the organisation of a range of events including seminars, webinars and conferences across Essex under the direction of the Development Manager.
- Be the main point of communication for exhibitors, delegates and speakers. Oversee bookings.
- Share post-event communications/publicity.
- Organise and support the delivery webinars/face-to-face briefings.

Communications

- Compose and send out regular content across our Social Media channels – Facebook, LinkedIn, Instagram – and Smart Messenger.
- Ensure a consistent online presence with consistent messaging across our communications channels.
- Help maintain the ECA website and integrate with channels.
- Manage the ECA newsletter.
- Share content from our commercial partners.

Membership

- Be the central point for member enquiries.
- Support prospective members to join ECA.

General

- Be a key part of the ECA team.
- Carry out any other duties that are within the scope, spirit and purpose of the job.

Person Specification	
<ol style="list-style-type: none"> 1. To organise, promote and support a range of events. 2. To ensure effective organisational communication with our membership, commercial partners and other agencies. 3. To provide other business admin support to the team. <p>Working to the Development Manager, you will also link with the Director of Development and ECA Committee .</p>	<p>Location: Remote Working – all equipment will be provided.</p> <p>Reports to: Development Manager</p>
<p>Essential Skills</p> <ul style="list-style-type: none"> ▪ Excellent planning and organisational skills ▪ Excellent communication skills ▪ Excellent Inter-personal Skills ▪ Excellent IT skills, i.e. Word, Excel, MS Teams, etc ▪ Good Standard of Education ▪ Good standard of literacy and numeracy <p>Desirable Skills Qualifications</p> <ul style="list-style-type: none"> ▪ Experience of Social Media platforms in a business setting – Facebook, LinkedIn, Instagram ▪ Design skills relevant to social media. ▪ Understanding of service provision in the care sector and/or education and skills sector ▪ Commitment to own professional and personal development 	<p>Behavioural Competencies</p> <ul style="list-style-type: none"> ▪ Able to work flexibly as part of the team. ▪ Able to work on own initiative with appropriate supervision. ▪ Ability to work effectively with other team members. ▪ Ability to cope with pressure. ▪ Ability to cope with change. <p>Additional Requirements</p> <ul style="list-style-type: none"> • The postholder will work remotely with some face-to-face meetings. • Full driving licence and access to vehicle to attend events within Essex to support events.