



**THE BRITISH ASSOCIATION  
OF UROLOGICAL SURGEONS**

**Events Assistant  
(Fixed Term – 12-18 months maternity cover)**

**London - Lincoln's Inn Fields**

**c£22k + 16% pension contribution**

**The role:**

We are looking for an experienced and enthusiastic team player to join a small but dynamic team for 12-18 months maternity cover from December 2018 as an **Events Assistant**.

Reporting to the Acting Events Manager you will provide secretarial, administrative and on-site support in the preparation and delivery of events that support the education, training and continuing professional development of urology healthcare professionals. This will include assisting BAUS members and working with databases, websites and social media. The role will require meticulous attention to detail along with high levels of customer service as well as the ability to be organised, adaptable and multitask.

The successful candidate should be able to demonstrate previous events experience within an events role or as part of an events management course and should be methodical with high levels of accuracy. Also essential is a flexible, 'hands on' approach and a willingness to help out in all areas of the Association including attending events which will require overnight stays at locations throughout the UK.

**The benefits:**

- Salary of c£22,000 per annum
- The opportunity to join and work with a small, friendly and dedicated team
- A very generous 16% pension contribution
- A minimum of 25 days' holiday plus Bank Holidays (and normally days off between Christmas and New Year!)

If you have the drive to help us deliver our objectives and BAUS events then please apply with your CV and a one page covering letter that specifically sets out the skills you can bring to the role and your current salary and benefits package to our consultant: Michelle Prescott of Persona People Management Ltd at [jobs@personapm.co.uk](mailto:jobs@personapm.co.uk).

For more information on BAUS and a copy of the job description go to [www.baus.org.uk](http://www.baus.org.uk). Closing date for applications: 12.00(noon) 12 November 2018. Interview Date: 20 November 2018. No agencies please.