



**THE BRITISH ASSOCIATION
OF UROLOGICAL SURGEONS**

Role Description – Events Assistant (January 2021)

1 year fixed term contract

Position Summary:

To provide support to the Events Team in the planning of physical and/or virtual meetings, events and courses. This will include working with databases, websites and social media and will require meticulous attention to detail, high levels of customer service as well as the ability to be organised, adaptable and to multi-task.

To ensure that, at all times, duties are carried out in a professional and timely manner.

To work as part of the whole team ensuring that help is offered to others when required. The Events Assistant will be required to attend and assist at some BAUS events for example – the BAUS Annual Meeting, BAUS Section Meetings, Education Courses and any other meetings or events the Association may organise. This will include loading and unloading of equipment and boxes (subject to appropriate risk assessments for events), setting up and taking down registration desks, stands and equipment, staffing registration desks and ensuring the event runs smoothly. This will require working hours beyond normal working hours and standing for extended periods of time.

The role will require some travel and overnight stays for meetings (meetings are held in the UK). We expect there to be approximately 9 meetings in 2021. The Education Residential Courses usually require four-five nights stay, the BAUS Annual Meeting in June usually requires five - six nights stay and the BAUS Section Meetings usually require a two-night stay.

Reports to: Events Manager

Important - Due to the ongoing COVID pandemic, for the foreseeable future our events will take place as virtual or hybrid.

Specific duties will include the following:

Delegate Registrations

- Using the events managements system (Events AIR), monitoring, updating and amending information about events.
- Sending information about meetings to, and responding to queries from, delegates (by telephone and email). Maintaining accurate records of responses.
- Maintaining accurate filing systems relating to meetings and events – paper and electronic.
- Printing and production of delegate badges.

Abstracts Submission Process

- Providing administrative support to the Events Manager / Events Co-ordinator for abstracts submission the process of abstract marking and sending confirmation to submitters on EventsAIR.

Exhibitor Liaison / Meeting Sponsorship

- Assist with the maintenance of online Exhibition and Sponsorship bookings on EventsAIR.
- Sending information about meetings to, and responding to queries from, exhibitors / sponsors (by telephone and email). Maintaining accurate records of responses.
- Accurately maintaining the Exhibitor Contact store on EventsAIR.
- Printing and production of exhibitor badges / exhibitor information packs.

Guest Speakers / Meeting Faculty

- Maintaining list of hotel bookings for guests / faculty and overseas speakers at meetings and ensuring that hotels have accurate records of bookings.
- Working with the Events Manager, and using standard templates, emailing invitations to speakers and other faculty. Monitoring and chasing responses.
- Sending information about meetings to, and responding to queries from, guest speakers / meeting faculty (by telephone and email). Maintaining accurate records of responses.
- Printing and production of guest speaker and faculty badges / information packs.
- Working with the Events Manager, and using standard templates, emailing thank you letters to speakers and other faculty.

Social Events

- Assist with arrangements for social events at BAUS meetings and conferences – under the direction of the Events Manager.

Social Media / Marketing / Event Promotion

Under the direction of the Events Manager:

- Accurately populate websites, mobile apps and social media accounts for meetings and courses.
- Keep information about meetings and courses updated.

- Send email campaigns about scientific meetings to BAUS members and potential exhibitors.

Meetings Support

Under the direction of the Events Manager:

- Circulate agendas and papers for committee meetings relating to Events Team (including Abstracts Committee, Programme Committee, meetings with Industry Representatives) ensuring deadlines for distribution are met.
- Circulate minutes / action lists.
- Book meeting rooms, AV, catering & refreshments in advance of meetings related to the Events Team and ensuring they are provided at the booked times & purchased at a cost-effective rate.

BAUS Webinar Programme

- To assist, when required, with delivery of the BAUS webinar programme.

General

When the BAUS team return to the office – to order stationary and other office supplies (as request) and maintain adequate stocks of consumables.

General Office Administration (all staff). Note – the BAUS team are currently working from home until further notice.

- Telephone – answering calls to the main office number, taking and passing on full and accurate messages to appropriate team members.
- Dealing with general enquiries where appropriate.
- Booking travel and accommodation – all team members to be responsible for booking travel & accommodation when required when attending Association meetings. To be agreed, in advance, with the Events Manager / CEO / DCEO. Bookings must ensure best value for money at all times and comply with the Association's travel expenses policy.
- Ensure that arrangements for annual leave are made in discussion with team members in advance to ensure adequate cover in the office. Annual leave to be agreed with Events Manager.
- Work in co-operation with team members regarding timing of lunch breaks to ensure adequate cover in the office.
- Carry out from time to time and as directed, any other duties as required in addition to the above that will be both reasonable and within your capabilities.
- Ensure that at all times you take care of your health and safety and that of others by complying with health and safety obligations, particularly by reporting promptly any defects, risks or potential hazards.

Additional Information

Scope:

Exercise judgement when assisting at events in respect of making decisions within the parameters of the delivery levels set for the event.

Contacts / External Agencies:

The postholder will be required to deal with people at all levels including; trustees, council members, BAUS members, staff and members of other professional associations, external providers and suppliers, and the general public. All members, colleagues and external contacts must be treated with respect and courtesy.

A professional approach must be presented at all times and applies to quality of work, accurate presentation of work produced, maintaining accurate and accessible records and an appropriate work environment.

Experience, Skills & Ability & Qualifications:

Experience:

Experience of working with administration systems preferably in an events planning and delivery environment.

Experience of working with not for profit organisations would be useful but not essential.

Skills & Ability:

Organised and methodical. Excellent written, verbal and numerical skills.

Able to work on own initiative. A self starter.

Flexible, adaptable & with a hands on approach. Excellent attention to detail.

Able to work with databases. Customer focused

Able to multitask effectively.

Confident and competent in using Microsoft office products including, outlook word, excel, PowerPoint, social media platforms and telecommunication software including Zoom and Microsoft Teams.

Qualifications:

Qualifications in English and Maths.