



**THE BRITISH ASSOCIATION  
OF UROLOGICAL SURGEONS**

**Events Assistant  
(Full time - 12 months fixed-term contract)**

**London - Lincoln's Inn Fields**  
(Currently home based)

**£21k + 16% Pension contribution**

**The role:** We are looking for an organised and enthusiastic team player to deliver high quality support to the events team in the planning and delivery of a range of onsite and online meetings, events and courses. This will necessitate working with databases, websites and social media.

Reporting to the Events Manager, the **Events Assistant** will be responsible for a range of administrative tasks including administering delegate registrations, abstract submissions, liaising with exhibitors and guest speakers, as well as collating and distributing papers for meetings. When we are back working onsite, responsibilities will also include booking travel and accommodation and support in the office including answering the phone and taking messages.

This role requires exceptional organisational skills, a meticulous eye for accuracy and the ability to deliver multiple projects in a timely manner. Also essential is a flexible, 'hands on' approach and a willingness to help out in all areas of the Association potentially including attending and assisting at events which will require overnight stays at locations throughout the UK.

See the full role description on the website.

The benefits:

- Salary of £21,000 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!)

**About BAUS:** BAUS is a professional membership association dedicated to ensuring the highest standards in the practice of urology. We support healthcare professionals who treat urological patients to deliver excellent care by developing guidance for clinical practice, providing education and fostering research. We have a membership of circa 1000 members from medical students to consultants & associated urology specialists practicing in the UK, and also have an international membership.

If you want to join our small, friendly and dedicated team then please email your CV **and a one page covering letter that 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.

For more information on BAUS and what our charity does to promote the highest standards of practice in urology please go to [www.baus.org.uk](http://www.baus.org.uk).

**Closing date: 12.00 noon on Wednesday 27 January 2021. Applications may close earlier if there are a very high number of responses. Interviews will be scheduled for week commencing 1 February 2021 and will be via Zoom.**

**No agencies please.**