

JOB DESCRIPTION & PERSON SPECIFICATION

1. Job title: Administration and Events Assistant Centre: Crops & Agronomy, External Relations Location: Cambridge Reports to : Marketing Communications Officer	Grade: B Line Manages: N/A
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2. Main purpose of role: Part of the Communications and Events Team, the postholder will co-ordinate and deliver meetings and events at the NIAB conference centre near Cambridge, alongside assisting in the delivery of other NIAB events. The role also involves providing administrative support to select Heads of Department within the NIAB Group, , including meeting organisation, diary management, procurement, travel bookings, completing expense claims and other tasks as required.
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3. Financial authority/responsibility (e.g. delegated budget, authorisation level, approx. value of contracts etc.): Booking of venues, catering costs and procurement of other consumables

4. Key relationships (external and internal): Internal: Marketing Communications Officer, Head of Communications, Assistant to the Executive and Events Teams, Deputy Director, Head of Field Crops Research and Pathology, Head of Commercial Services External: Meeting and conference attendees: will change according to project

Tasks/responsibilities (in order of priority)	Approx. % of time
Event administration and coordination Coordinate events at the Sophi Taylor Building, NIAB's Conference Centre in Histon <ul style="list-style-type: none"> • Event bookings and Centre diary management. • Effective execution of events including: ensuring that client requirements are met, AV runs smoothly, hospitality/catering management, space set-up and break down. • Be available at the Centre during all events as required. This may require flexibility in work start/finish times. • Control and upkeep of the Centre, working with the Facilities team. Assist in delivery of other NIAB events (internal, corporate, conferences, training) <ul style="list-style-type: none"> • Working with our CRM system, set-up online event pages and manage online registration. Depending on the event, responsibilities may also include exhibition stand set-up, smooth running of AV equipment, delegate liaison, transport/logistics, catering, room set-up/break-down etc. • Organisation of event display graphics and materials. 	60%
General administration <ul style="list-style-type: none"> • Provide administration support to the Head of Field Crops Research and Pathology and Head of Commercial Services including: meeting organisation, diary management, procurement, travel bookings, completing expense claims, other tasks as required etc. 	35%

<ul style="list-style-type: none"> In-house design and production of promotional materials produced by the Communication Department, including binding presentations and materials. 	
Other <ul style="list-style-type: none"> Reception cover, as required. 	5%

6. Working conditions:

Mainly office based at the Sophi Taylor Building near Histon, but also working at Huntingdon Road in Cambridge. Will include times when you are the only person in the office, usually there will be others on site. Outside of normal working hours, occasional early evening or weekend work. Occasional national travel and overnight stays.

7. PERSON SPECIFICATION**Education/Qualifications:**

Essential:	Desirable:
At least 5 GCSE's A-C, or equivalent	Educated to 'A' level standard or equivalent Experience in farming/science and/or event management to complement qualification

Experience:

Essential:	Desirable:
Some administrative support experience Competency in Microsoft Office programmes	Experience in a similar role

Specialist Training:

Essential:	Desirable:
On the job training	Familiarity with office management software and AV equipment Familiarity with document sharing, communication and online conferencing software / hardware

Personal Qualities (skills, behaviours and competencies)

Essential:	Desirable:
Good communications and organisational skills, able to work in a lively, dynamic environment. Good people skills, handling customer enquiries and able to deal with problems as and when they arise Needs to be confident, self-motivated and willing to take responsibility for their own work areas.	

Date of description: 13/4/18**Compiled by:** D Neill, revised by R Lloyd