



KENSINGTON AND CHELSEA SOCIAL COUNCIL

JOB DESCRIPTION

JOB TITLE:	Events Administrator
REPORTING TO:	Office Coordinator
HOURS:	Part time - 28 hours per week
SALARY:	£ 26,949 (pro-rata)
CONTRACT:	Permanent
LOCATION:	Hybrid working currently, to be reviewed on an ongoing basis (we reserve the right to change these arrangements at any time)

Main purpose of job

- To provide administrative support in organising and servicing KCSC's events, forums and training sessions.
- To maintain accurate attendance records on the database and update and maintain membership details.
- To work closely with members of the Central Team to ensure that all central functions are covered. This team currently consists of the Data & Communications Officer (DCO) and the Office Coordinator.

Areas of responsibility

Events and Organisational Development (OD) support

1. Work with the Central Team and KCSC staff to support the delivery of KCSC forums, conferences and events including the AGM. Take meeting actions and sending out pre-event and post-event communications.
2. Use the CiviCRM database, website and other media to promote and publicise the sessions to encourage maximum take up.
3. Work with OD colleagues to support the delivery of a programme of training and learning sessions for the voluntary and community sector in partnership with colleagues.
4. Support OD colleagues with updates to the OD sections of the website.
5. Produce feedback forms, collate data and support the team with monitoring and reporting.

6. Work with the Chair and Vice Chair of the Safer Neighbourhood Board (SNB) to organise and administer SNB and SNB Executive Board meetings.

General administration

1. Work with the Central Team to ensure that administrative tasks are covered.
2. Respond to general enquiries from service users and the general public as required.

Communications

1. Work with the Central Team to ensure that the processes for managing communications and events work smoothly.
2. Support the work of the DCO in communication with stakeholders.
3. Work with the DCO to keep the website and database up to date including the routine administration of the database and website.

General

1. Promote the role of KCSC and support its overall aims and activities.
2. Utilise KCSC's website and social media as a tool for communication with stakeholders as required.
3. At all times, work within KCSC's policies and procedures.
4. Receive regular supervision from the line manager for the role and attend training courses as required.
5. Work outside of normal office hours on occasional evening or weekends as required.
6. Undertake any other duties as requested by the line manager for the roles that are commensurate to the post.

See next page for Person Specification

Person specification

	Essential	Desirable	Verified by
Qualifications/Training			
At least 5 GCSEs Grade C or above including English and Mathematics, or equivalent qualifications	√		Application form/Certificates
Other Skills and Experience			
Other relevant qualification, e.g. NVQ/BTEC/Degree		√	Application form/Interview
Experience of providing effective administrative support to a range of people and functions within an organisation.	√		Application form/Interview
Experience of planning and administering a range of training and learning activities and forums.		√	Application form/Interview
Experience of producing content for different communication channels (including website, social media, email etc.)		√	Application form/Interview
Competencies			
ICT - Excellent level of IT and use of Microsoft office, website and database.	√		Application form/Interview/Test
Planning – Plan ahead. Develop and implement action plans.	√		Application form/Interview
Networking/Partnership – Organise and facilitate networks and partnerships.		√	Application form/Interview
Communication (written and verbal) – High level of accuracy. Communicate appropriately to others. Contribute to meetings. Write clearly and simply. Present data clearly.	√		Application form/Interview
Values and culture – Have a positive influence on culture and values within the organisation and reflect those positive values externally with stakeholders.	√		Application form/Interview