Versus Arthritis

Job description

Job title: Events Administration Officer

Reports to: Senior Executive Administration Manager

Department: The Chief Executive’s Office

Directorate: The Chief Executive’s Office

Our vision

A future free from arthritis.

Our mission

We won’t rest until everyone with arthritis has access to the treatments and support they need to live the life they choose with real hope of a cure in the future.

To deliver our mission we invest in world class research, deliver high quality services and campaign on the issues that matter most to people with arthritis. We have developed an ambitious five-year strategy, complimented by our research strategy to help us achieve our vision and mission.

**Our values**

We are United, Compassionate, Inclusive and Brave in all that we do.

**The Chief Executive’s Office (CEO)**

The Chief Executive’s Office supports the work of the Chief Executive Officer in leading the charity efficiently and effectively, as well as working with trustees, the Senior Leadership team (SLT), staff and volunteers from across the charity. It also leads the charity’s UK Advocacy and Health Intelligence activity.

Job purpose

The postholder will be part of a small central executive administration team which will work closely with the Senior Leadership team under the direction of the Senior Executive Administration Manager and part of a department led by the charity’s General Counsel and Company Secretary, who leads on legal, governance and assurance. The team are part of the Chief Executive’s office.

The postholder will support the Research and Health Intelligence (RHI) and Services and Influencing (S&I) directorates with the organisation and delivery of a programme of events, committees and advisory groups, working closely with colleagues within the directorates and the wider team.

The postholder will also be expected to work collegiately and flexibly to ensure that the administrative needs of the Senior Leadership team and this events programme is covered using resources most effectively to increase efficiency and avoid duplication of effort, including to cover any team absences.

Main duties

* Deliver a programme of events and committees for the Research and Services and Devolved Nations Directorates. To include the following:
* Annual Fellows Meeting and Musculoskeletal (MSK) Data Group meetings.
* Research programme related events e.g. MedTech showcase or consultation events for programme calls.
* Support and lead organising events that Services and Influencing directorate put on e.g. a consultation event or showcase of a service, at the director’s discretion.
* Advisory Group meetings alongside relevant RHI and S&I team members.
* Conference coordination where multiple members of staff are attending e.g. British Society of Rheumatology.
* Other events organised by the RHI and S&I directorates.
* Organise travel, catering and meeting logistics, prepare budgets and work with the finance and procurement teams around invoices and suppliers.
* Take responsibility for keeping an up-to-date list of membership for committees and advisory groups in conjunction with wider teams on the Customer relationship Management system (CRM).
* Keep an up-to-date list of membership and terms of office and support the recruitment of new advisory group members when necessary, in conjunction with wider teams.
* Support the organisation of all staff away days and any other meetings as directed by the Senior Executive Administration Manager alongside other team members.
* Maintain strict confidentiality on any sensitive issues.
* Develop a comprehensive understanding of the work of Versus Arthritis and the environment in which it operates.
* Establish and develop excellent working relationships across the organisation, and with key external stakeholders.
* Embrace, embed and deliver the organisational values, commitments, and culture throughout all activity.
* Ensure all designated training is completed and all activity is delivered in line with organisational policy and practice.
* Embrace a safeguarding culture where everyone has responsibility for the safeguarding and wellbeing of vulnerable adults and children.
* Undertake any other duties as appropriate to the role and organisational requirements.

Key stakeholders and relationships (internal/external)

* Senior Executive Administration Manager.
* Director of Research and Director of Services and Devolved Nations.
* General Counsel and Company Secretary.
* Executive Administration Team.
* Heads and managers within directorates.

End of job description. Person specification on following page.

Versus Arthritis

Person specification

Experience and knowledge

* Significant successful experience of event organisation.
* Project management experience.
* Experience of working with stakeholders from within and outside and organisation in a collegiate and collaborative style.
* Experience of working within a complex fast paced environment.

Skills

* Ability to work collaboratively and diplomatically with proven relationship building and stakeholder management skills at a variety of levels.
* Excellent written and verbal communication skills and the ability to work with people at all levels.
* Excellent time management and organisational skills, with the ability to operate autonomously and as part of a team.
* Strong Microsoft Office 365 skills with experience of using Outlook, Word, PowerPoint and Excel.
* A proactive and conscientious approach with good attention to detail and the ability to manage own workload working towards delivery of plans and excellent conflict resolution.
* Ability to handle a range of tasks, including processing information from a wide range of sources, and managing changing and competing priorities.
* A continuous improvement approach to work, always seeking to enhance efficiency and customer experience for colleagues and for people with arthritis.

Criminal Record Check

Versus Arthritis is committed to keeping children, young people and vulnerable adults safe from harm. We will undertake safer recruitment practices and relevant checks applicable for the role.

This role DOES NOT require a Criminal Record check.

End of person specification.