

## JOB DESCRIPTION

### JOB SPECIFICATION

<b>Job Title:</b>	Events Assistant
<b>Responsible to:</b>	Head of Conferences & Events
<b>Salary:</b>	£10.55/hour (London Living Wage)
<b>Tenure:</b>	Fixed-term contract to start ASAP (early February) until 18 March 2019
<b>Hours:</b>	Full time 37.5 hours per week
<b>Location:</b>	LDHQ, Westminster, London SW1P

### Purpose of job

Events Assistant will support a small, busy team to deliver the Party's Spring Federal Conference. This will be a varied role with the opportunity to gain knowledge across different elements of this large annual conference.

### Key Responsibilities

1. **Customer service** – acting as main point of contact for attendees
2. **Registration** – maintaining and updating the registration site (Eventsforce), facilitating all Eventsforce communications (confirmation emails, invitations, discount codes)
3. **Mailings** - Printing and distributing conference passes for each event
4. **Administration** – generating invoices, chasing of missing information from conference attendees, processing card and cheque payments, chasing outstanding invoices as required; administering staff and crew accommodation as directed by the Head of Conferences & Events
5. **Logistics** – arranging of conference crates and transport
6. **Onsite at Conference** – attending the Conference onsite in York from 15-17 March 2019
7. Ad-hoc duties as required by the Head of Conferences

### PERSON SPECIFICATION

We are looking for a highly organised, enthusiastic self-starter. He/she must be a good team player who has the diplomacy, tact and professionalism to deal effectively with stakeholders at all levels. This is an excellent opportunity for a switched on and professional administrator.

### **Essential Skills and Experience**

1. Strong administration experience (some events preferred but not essential)
2. Strong MS Office skills with experience using databases
3. Excellent customer services skills with a professional telephone manner
4. Sympathy with the aims and values of the Liberal Democrats.

### **Desirable Skills and Experience**

5. Experience using Eventsforce
6. Experience using InDesign or similar software

### **APPLICATION PROCEDURE**

Please apply online on our website by attaching: -

- A copy of your CV; including complete work history

**Closing date: 12.00 noon, Monday 18 February 2019**

**Please do apply ASAP as we will be looking to recruit ASAP (ideally prior to the above deadline)**

**Please note:** We will not be able to employ you if you are not eligible to work in the UK. We will not be able to obtain a work permit on your behalf.

**The Liberal Democrats are equal opportunity employers and particularly welcome applications from groups who are currently under-represented in our staff.**