

Job Title:	Training and Events Officer
Reports to:	Director of Training
Job Location:	AGBIS Head Office, Welwyn, Hertfordshire
Job type and hours:	Permanent, 35 hours per week (usually worked 9am to 5pm Monday to Friday)
Salary:	£30k
Benefits:	30 days annual leave and access to pension scheme with AGBIS employer contribution of 10% of salary

The Role:

Applications are sought for the position of Training and Events Officer at AGBIS. The position is intended as a full-time post for 35 hours per week; but some flexibility could be provided to offer slightly reduced hours. The specific working hours will be agreed with the successful candidate.

This is a key role supporting the delivery of the AGBIS events and training programme. To be successful in this role, you will need strong organisational skills, ideally supported by proven events experience. You must be professionally presented with excellent communication skills.

The postholder will be required to attend all AGBIS events, which can be held anywhere in the UK. Therefore, a willingness to travel and flexibility for occasional overnight stays is essential.

Application process:

Completed applications are to be submitted by email to: Rachel Cooke, Director of Operations at ops@agbis.org.uk consisting of:

- 1) A covering letter/supporting statement (maximum of 1000 words) outlining how you meet the seven core skills and competence listed in the person specification, with examples relating to your previous experience.
- 2) An up to date CV, including salary levels, plus the names and contact details of two professional referees (all referees will need to be current or former line managers).

Closing date: Friday 9th September 2022

Equal Opportunities: AGBIS is committed to equal opportunities and non-discrimination on grounds of age, disability, gender re-assignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation. AGBIS aims to ensure equality in recruitment and employment.

Roles and responsibilities:

Events:

- Setting, communicating and maintaining project timelines and priorities
- Developing contacts to secure appropriate and good-value venue hire
- Liaising with external suppliers including venues, caterers, AV, exhibitors, speakers etc
- Supporting the Director of Training to organise appropriate sponsorship and joint events (with other organisations)
- Updating website content for the Conference and AGM, seminars, regional events, Reviews of Governance, strategy days and on-site training
- Managing invitations and bookings for all events and training
- Setting up and running webinars on the Zoom platform and the AGBIS website
- Ensuring joining instructions for webinars and seminars are emailed and queries dealt with in a timely manner
- Delivering events on time, within budget, that meet or exceed members' expectations
- On-the-day management of seminars and conferences, resolving any problems that might occur
- Analysing the success of each event and preparing reports for the Director of Training

Training:

- Updating training presentations as required
- Ensuring smooth running of elearning registrations
- Analysing the success of training activities and preparing reports for the Director of Training

General:

Work to and with the Director of Operations to support the smooth running of the AGBIS office and service to members, including:

- Managing the AGBIS Potential Governors List and supporting schools who wish to access the list to recruit new governors for their School
- Supporting Members with ad hoc queries as needed
- Contribute to AGBIS projects as directed by the Chief Executive, Director of Training and Director of Operations as required

Person specification:

Knowledge and experience	
<i>Essential</i>	<i>Desirable</i>
<ul style="list-style-type: none"> • Minimum of two years' experience in either events management or in a position with relevant transferable skills • Experience of developing and managing external partnerships in the delivery of projects • Demonstrable experience of running events from conception to completion 	<ul style="list-style-type: none"> • Events or project management related qualification • Copywriting • Familiarity with using customer relationships management systems (CRMs) and/or membership databases • Experience working within a membership organisation or the wider third/voluntary/charitable sector • An understanding of the UK independent schools' sector

Core skills and competence - Essential
<ol style="list-style-type: none"> 1. Excellent communication skills 2. Excellent organisational skills, together with the ability to work in a busy environment and to meet deadlines 3. Discreet and enthusiastic; able to work on own initiative, as well as the ability to get on well with people 4. A strong collaborative and professional approach with the ability quickly to build and maintain strong working relationships. Ability to ensure that the multiple colleagues and stakeholders involved in an event are kept informed and engaged in the development, delivery and review of an event 5. Strong interpersonal skills including networking and the confidence and ability to liaise and negotiate at a senior level 6. Confident user of Microsoft Office applications, especially Word, Excel and PowerPoint 7. Demonstrable experience in providing outstanding membership/customer service

Salary and benefits:

- Working hours of 35 hours per week
- 30 days annual leave (annual leave year runs from 1st January to 31st December)
- Full time salary £30k
- Access to pension scheme with AGBIS employer contribution of 10% of salary
- The post-holder will be appraised on a regular basis and specific training and development opportunities will be agreed