

The Manchester Literary & Philosophical Society

EVENTS AND DEVELOPMENT ADMINISTRATOR



BACKGROUND

The Manchester Literary and Philosophical Society is looking to recruit a third member of staff to support our plan to grow membership numbers, develop our programme and professionalise the administration of the Society. The Society was established in 1781 with the object of promoting the advancement of education and public interest in any form of literature, science, arts or public affairs and currently organises a programme of 30 lectures each year by acknowledged experts in a wide range of subjects.

PURPOSE OF ROLE

It is the purpose of the Events and Development Administrator to carry out routine, but nonetheless essential administrative tasks which contribute towards the smooth running of the Society. With an overall workload prioritised and managed by the Partnerships and Membership Development Manager, the Events and Development Administrator will also play an important role in flexibly assisting in a friendly manner all staff, officers, Sections and Council in our joint effort towards growth.

KEY RESPONSIBILITIES

Reporting to the Partnerships and Membership Development Manager, the Events and Development Administrator will be responsible for:

Events Management

- Creating and maintaining a continually evolving record of events, including online.
- Setting up events on the website and other online channels (e.g. Eventbrite).
- Booking venues and catering (when required), dealing with special requests and orders.
- Monitoring and administering online and offline bookings by members and non-members.
- Maintaining a system for receiving lecture and lecturer information from Sections.
- Producing lecture registers and accompanying lecture materials (checklists, PowerPoint etc.).

Coordinating Membership

- Responding to member queries by email, the CRM system, by phone or in person.
- Be familiar with the membership: non email members, those with mobility issues, dietary requirements for catering.
- Sending out bulletins (electronic and paper).

- Sending out programmes.
- Sending out Memoirs.
- Sending out Dalton papers.
- Providing relevant IT support to members when required.
- Dealing with applications, confirming new members after ratification, resigning members at their own wish or upon a member's death (sensitivity required).
- Administering subscription campaigns.

Finance and Administration

- Monitoring bookings involving money: receiving and recording cheques, bank transfers and PayPal. Bank cheques.
- Administer subscriptions via SmartDebit and Jointit.
- Administer credits via for booking cancellations.
- Keep record of event expenses.
- Provide administrative support to Hon Officers and Council meetings including circulating and maintaining meeting minutes and agendas.
- Create membership and event reports as and when required, using data from multiple sources (e.g. Jointit, Survey Monkey).
- Maintaining a document control system of policies.
- Ordering stationery and other necessities.

Assisting Others

Assisting both the Partnerships and Development Manager and the Operations and Volunteers Manager, as well as Officers, Sections and Council within the limits of time and priorities. The Development Manager will decide on the priorities at any one time for the Assistant.

SKILLS AND COMMITMENT REQUIRED

- Good working knowledge of Microsoft Office – including Outlook, Word, Excel, PowerPoint etc.
- Able to communicate clearly both orally and in writing.
- An ability to work as part of a team.
- An ability to follow instructions and attention to detail in carrying them out.
- Display a positive, flexible and helpful attitude to fellow staff, officers, all members and wider partners.
- A commitment to the beliefs of the Lit and Phil.

ANNUAL REVIEW

As well as (at least) monthly 1:1 meetings with the Partnerships and Membership Development Manager and an annual review of targets and performance, there will also be an annual review of this Job Description, and any proposed changes reported to the Management Committee and Council.

OUR BELIEFS

- We are proud of our history but respond to the changing world around us
- We strive to maintain the quality of all we do
- Members should take ownership of the society and make a valuable contribution to it
- We promote the value of education for all
- We celebrate diversity in all respects
- We see collaboration as a way of working
- We take a democratic, informed approach to the management of the society
- We treat members, staff and associates with respect and dignity

DIVERSITY

We understand the benefits of employing individuals from a wide range of backgrounds, with diverse cultures and talents. We value difference in others and respect the dignity and worth of each individual.

HEALTH AND SAFETY RESPONSIBILITIES

The employee will be expected to follow the Society's Health and Safety at work policy.

CONFIDENTIALITY

The employee will need to follow our GDPR and confidentiality policies.

TERMS OF EMPLOYMENT:

Salary: £18,200 per annum pro-rata

Pension Contributions: The employee will be automatically enrolled in NEST

Hours of Work – 3 days per week (22.5 hours) NB We are open to discussing flexible working

Annual Leave - 17 days per annum (including bank and public holidays)

Closing date for receipt of applications: Please note that we will be assessing applications as and when they are submitted, so interested candidates should apply as soon as possible.