



JOB DESCRIPTION: EVENTS & MEMBERSHIP ADMIN OFFICER

1. DETAILS

Job Title:	Events & Membership Admin Officer
Location:	Norton Park, Albion Road, Edinburgh
Reporting to:	Resources Manager
Terms:	Full time post

2. INTRODUCTION AND BACKGROUND

CCPS is a membership organisation working in Scotland's voluntary sector. CCPS has over 80 members, mostly large national charities www.ccpscotland.org

3. JOB PURPOSE

To take responsibility for our busy events programme; to maintain our membership and contact information; and to contribute to the smooth running of the organisation and its activities as a member of the Admin Team.

4. KEY TASKS

a. Working with CCPS team members to plan and run events, meetings and workshops

CCPS has a busy programme of events, including meetings, seminars, workshops and conferences attended both by our members, and by delegates from external agencies. It is crucial our events run smoothly and are a good experience for those attending. Your role is to ensure this by researching and booking venues; managing registration and event administration; attending and providing support at events; participating in event reviews; and any other relevant event tasks.

b. Supporting our members and maintaining our contact information

CCPS is a membership organisation and we provide members with a range of services and events. Your role will be to organise and service all CCPS membership meetings and events, collate annual statistical information about our members and ensure smooth communication with them. You will also liaise with new/potential members and deal with enquiries from the CCPS team relating to our membership. Your role will include keeping our contact details up to date, and helping the team prepare and despatch publications and mail outs (including electronic publications and communications)

c. Contributing as a member of our Admin Team

We have a small but very busy office and it is essential that it runs smoothly to help us do our work. Whilst your primary role relates to events & membership support as above, you will also play your part as a member of our Administrative Team, in ensuring that the office runs smoothly and efficiently. This will involve sharing in routine office duties such as dealing with telephone calls and visitor reception, dealing with correspondence, assisting other CCPS colleagues, organising incoming and outgoing mail, filing, photocopying and ordering stationery and office supplies etc.

d. Any other relevant duties connected with the smooth running of the organisation and its activities.

5. PERSON SPECIFICATION

The qualities we are looking for in a successful candidate:

- a. **You are a self-starter:** You can take the initiative - spotting and solving problems as they come up.
- b. **You are attentive to detail:** You're accurate when handling data, information and numbers. You check your work and make sure it is of high quality, even when under pressure.
- c. **You can handle numbers:** You have experience and/or skills in handling numbers so you can work effectively to event budgets.
- d. **You're confident with computers:** You know how to use the standard Microsoft package (Outlook, Word, Excel, PowerPoint) or equivalent and can confidently carry out a mail merge. You are happy using the internet and online programmes to help you do your work.
- e. **You provide an excellent service for a range of people** You want everyone who gets in touch with CCPS to have a good experience, to understand what we're about and pass on positive messages about us. You have a friendly and supportive manner and use plain English. You make sure that people with different needs or abilities get equal treatment.
- f. **You're a good communicator:** You can communicate clearly and diplomatically both verbally and in writing.
- g. **You can set priorities:** You manage your time well and juggle competing priorities effectively.
- h. **You are an organiser:** You can organise groups, meetings and events, working with others to plan and deliver quality experiences.
- i. **You are a 'team player':** You are willing & able to work flexibly with colleagues to ensure that the job gets done.

We will need you to show us that you have the qualities set out above. There are more details about this in the application form.

6. MAJOR TERMS AND CONDITIONS

The successful candidate will be offered a terms and conditions package including the following:

- Salary CCPS Grade Spinal Point 18-21 (£20,162 -£21,813)
- This is a permanent post. You should be aware that CCPS is funded from time limited grants and contracts so the long-term future of all posts rests on the continued success of our ongoing work and fundraising. Currently our funding is relatively secure.
- 25 days annual leave plus 11 public holidays
- Optional contributory pension scheme
- Usual working hours will be 35 hours per week.

APPLICATIONS

Please complete the enclosed application form ensuring that you complete every section. Please note that **CVs will not be accepted in lieu of completion of the form**. Please also ensure you return the Equal Opportunities Monitoring Form.

Please send completed forms to: caroline.scott@ccpscotland.org