



THE BRITAIN-AUSTRALIA SOCIETY

Patron: HRH The Prince Philip, Duke of Edinburgh KG KT OM GBE AC QSO
President: The RT Hon The Lord Carrington KG GCMG CH MC PC
Chairman: Peter Benson AM

Position Details:

Administration and Events Officer – London

Full Time - 35 Hours per Week

£22,000-25,000 per annum, dependent on experience

About the Britain-Australia Society

Established in 1971 The Britain-Australia Society (BAS) brings together British and Australian individuals interested in advancing the contemporary relationship between both countries, through mutual interests in business, government relations, education, culture, entertainment and sport.

With over 800 members BAS organises events, seminars, and activities in London and the South East as well as providing administration assistance to The Cook Society and several charitable trusts including The BAS Education Trust (BASET), The Menzies Foundation, and The Northcote Trust.

We are looking for a motivated and enthusiastic individual to work in our busy London office, providing administrative support, co-ordinating the delivery of our annual Events Program, and delivering Member services. The successful candidate will be working closely with the Society's National Director and Finance Administrator in our office at the Australia Centre in Central London.

Role Title	Administration and Events Officer
Location	London - Australia Centre, Strand, WC2
Salary & Hours	Full time – 35 Hours per week £22,000-25,000 per annum, dependent on the experience of the candidate

ROLE

The role of an Administration and Events Officer is to provide administrative support for events and to our office in London; including membership, financial processing, social media, and marketing. The position also includes providing direct administrative support for BASET.

MAIN RESPONSIBILITIES

The position involves administrative duties, event management and facilitating the smooth and efficient running of the office including:

- Planning and execution of BAS events, including preparation of and adherence to budgets, venue booking, event marketing, ticketing, preparation of running orders, and post-event evaluation. Co-ordination of approx. four London committee meetings and an Annual Dinner for The Cook Society.
- Assisting the National Director with marketing and stakeholder management (e.g. The Cook Society Chairman and Committee, our Corporate Partners/Sponsors) and with making preparations for BAS and Cook Society committee meetings including attending and taking Minutes.
- Liaising with senior stakeholders in the diplomatic, governmental, political, and business communities.

The Britain-Australia Society an equal opportunities employer and a not-for-profit organisation.

- Financial administration e.g. processing accounts payable, invoicing, banking and assisting our National Director and Finance Administrator with information to prepare budgets and cash flows.
- Keeping accurate and up to date records of Membership including management of individual and corporate Membership renewals for BAS; maintenance of The Cook Society membership database.
- Development and maintenance of our office systems including databases, filing, contracts (e.g. event venues/supplies), workplace health and safety arrangements.
- Providing support for BASET, reporting directly to its Chairman.
- Dealing with general correspondence and enquiries by phone and email

Knowledge, Skills and Abilities

ESSENTIAL

- Excellent administration and organisation skills including minute-taking
- Experienced in financial administration/processing and finance record keeping
- Excellent communication skills including a good level of spoken and written English
- Good event management skills including strong budget/cost management skills
- Strong IT and typing/database management skills using Word and Excel
- Good time management skills and an ability to work under pressure whilst ensuring accuracy and attention to detail
- Enthusiastic and motivated personality, with initiative and an ability to work independently
- Confidence in or experience of dealing with stakeholders at the highest levels
- The candidate must possess the right to work in the UK

DESIRABLE

- Experience and understanding of social media in a business setting
- Experience of volunteer management and the charitable sector
- An interest in Australian affairs and international relationship building

Note: This position requires some evening and weekend work (i.e. delivering pre-planned events).

SELECTION CRITERIA

- Demonstrates excellent administrative and office organisational skills including a sound level of judgement and numeracy
- Ability to set priorities and accomplish tasks in a systematic way
- Demonstrated ability to work independently and as part of a high performing team to deliver business outcomes
- Excellent communication skills (interpersonal, influencing and negotiating).

If you are interested in this role, please send your current CV and a covering letter outlining how your skills and experience meet the requirements outlined above.

Please send your application by email to **The Chairman, Britain-Australia Society** at chairman@britain-australia.org.uk

Please include 'Administration and Events Officer Application' in the subject line of the email.

Closing Date: 12 noon, Friday 15th Dec 2017.

We anticipate interviews will take place in early January 2018.