

## Events Coordinator

### Job purpose:

- Provides support for the Event Managers and Senior Event Officers for all commercial conferences.
- Supporting the team generally with delivery of events portfolio and administrative support.
- Be responsible for the organisation and delivery of their own online events.

### Key accountabilities:

The Events team within the Law Society manages around 150+ events each year. Approximately 80% are online and 20% face-to-face.

- Manage the day to day administration of up to 30 events (in-person and online) at one time including data entry, delegate bookings, tracking, correspondence, debt chasing, etc.
- Deal with delegate and speaker queries by phone and email.
- Work as part of a busy event team to support the overall objective of providing quality events (in-person and online) for the membership.
- Prepare basic financial reports for assigned events and weekly delegate tracking.
- Upload events onto the Law Society's website via the Event Management database.
- Financial administration of events including raising invoices and purchase orders and settling speaker expenses and refunds.
- Create delegate questionnaires post-event, and analyse results.
- Attend event planning meetings and minute taking.
- Draft and send out joining instructions to delegates.
- Manage a portfolio of online events. This includes scheduling, liaising with speakers and all event logistics.
- Online event organisation and moderation.
- Liaise with speakers to secure their notes and biographies and presentation materials.
- Some work out outside of daytime working hours or at weekends may be required as per the events schedule.
- Any other duties as assigned.

## Knowledge, skills & experience

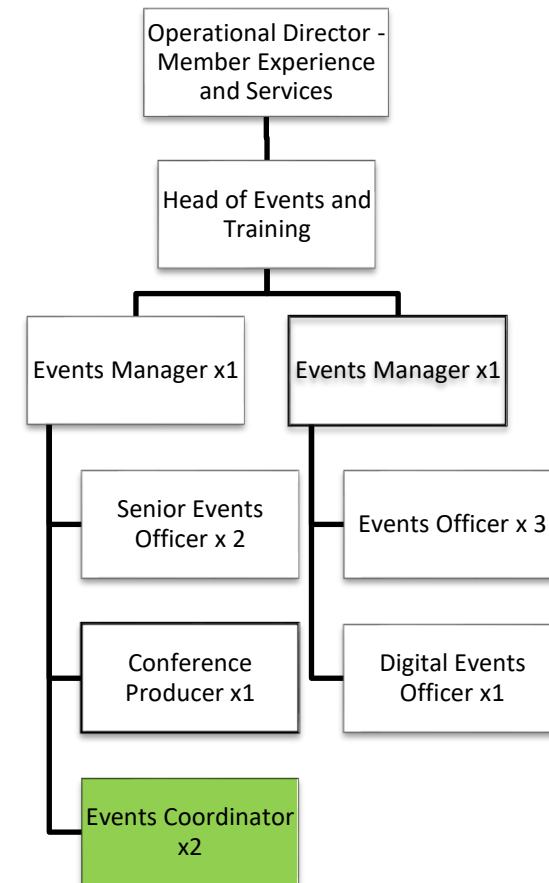
### Essential:

- Strong organisational and administrative skills
- Customer handling experience
- Excellent communication skills, both written and oral
- Financial admin experience e.g. debt chasing, PO creation
- Ability to liaise with people at all levels, internal and external to the organisation
- Flexibility
- Excellent time management skills: ability to plan, multi-task and prioritise work to ensure that all activities are completed within deadlines
- High degree of accuracy and attention to detail
- Ability to cope well under pressure
- Customer oriented approach
- Work effectively within a team to support others
- Experience of working with databases
- Experience of all Microsoft Office packages

### Desirable:

- Experience of running virtual/online events

## Organisation chart



**Planning & organising**

Juggling the demands and competing deadlines for up to 30 events at any one time can be challenging. It is essential to communicate clearly with fellow team mates so that the work is prioritised appropriately for the different events and conferences.

The post holder is expected to show excellent time management skills to ensure that while fulfilling all immediate tasks they are also paying attention to events that are in the future to ensure they stay on deadline with their assigned tasks.