



Job Description Conference Admin Assistant

Background

The Bat Conservation Trust (BCT) is proud to be the leading non-governmental organisation devoted solely to the conservation of bats and their habitats. BCT's vision is a world rich in wildlife where bats and people thrive together. Our mission is to conserve bats for present and future generations. Through education, collaborative action and scientific research, we inspire individuals and organisations to value and speak out for bats.

BCT's strategic aims are:

- Discover: *To ensure scientific evidence is in place to support bat conservation*
- Act: *To secure and enhance bat populations and their resilience in a changing world*
- Inspire: *To win the levels of support required to secure and enhance bat populations*
- Strengthen: *BCT to achieve financial stability and sustainable staff workloads. Staff and volunteers are motivated and well led.*

BCT's core expertise includes: biodiversity delivery (an experienced lead partner for several bat species in the UK Biodiversity Strategy); the National Bat Monitoring Programme (coordinating more than 2000 volunteer surveyors each year); delivering advice about bats (through the National Bat Helpline and through long-term partnerships with the statutory nature conservation organisations); training professionals and volunteers; and engaging and educating wider audiences.

BCT's head office is in Vauxhall, London and we have offices in Wales and Scotland as well as some remotely based staff.

Purpose of the job

To support the Training and Conference Manager in the organisation and delivery of the National Bat Conference 2018 which is taking place at the University of Nottingham on 7-9 September 2018.

Roles and Responsibilities

Main duties

Before the event:

- Answering general training/conference enquiries by phone or email,
- Processing conference bookings and payments,
- Proof reading documents,
- Liaison with delegates, exhibitors, sponsors, speakers, workshop leaders, etc
- Assisting with packing resources for the event,
- Produce badges, delegate lists, workshop lists, etc,

At the event:

- Assist with setting up venue in advance
- Inclusion in general staff duty rota (manning registration desk, microphone duty, etc)
- Assist with packing and clearing up afterwards

Other:

Assist the Training and Conferences Manager as required with other general tasks in relation to training courses or preparing and promoting other BCT events.

Working Relationships

Inside The Organisation

Line managed by the Training and Conferences Manager

Members of the Comms, Fundraising & Membership team and the Finance & Operations team

Works closely with many BCT staff members, especially those attending the National Bat Conference

Outside The Organisation

Visitors, suppliers, members and supporters, conference venue staff, sponsors, exhibitors

Other relevant factors

Compliance with BCT's Staff Handbook policies, including Green Housekeeping and Health and Safety.

Salary

The annual salary is £19,890 pro rata

We will pay you for 2 extra days for your work on Saturday and Sunday of the conference.

Length of post

This is a full time, short term role from 6 August 2018 to 14 September 2018; the successful candidate must be available to attend the conference on 7-9 September 2018.

Holiday

25 days annual leave plus 8 bank holidays (33 in total) - pro rata 4 days including bank holidays

Due to the short term of the post and the requirements leading up to the conference, holiday will need to be agreed soon after starting your employment.

Pension

BCT will automatically enrol you into a Group Pension Plan after you have been employed by BCT for three months. Currently, employee and employer contributions are 3% (minimum) and 4% respectively. Pension contributions will be reviewed and increased in line with pension reform legislation. Employer contribution will rise to 4% in April 2018.

Usual time of work

This is a full time post, 9am – 5.30pm including one hour for lunch (37.5 hours per week). There will be occasional evening and weekend work required over the conference for which time off in lieu is given, although not necessarily on a one for one basis.

Place of work

The main BCT office in Vauxhall, South London.

Person Specification

This section details the experience, competencies, knowledge and personal qualities required for the post.

Quality	Essential	Desirable
Experience	At least one year's experience working in an office in a similar role Experience of working under pressure in a busy team	Experience in dealing with contractors and suppliers Experience of developing magazine / online content Scheduling meetings
Knowledge	Working knowledge of Microsoft Office, particularly Word, Excel and Outlook GCSE Maths and English A*- C or equivalent	Knowledge of Microsoft Powerpoint Fundraising and membership recruitment Health and Safety in an office environment
Competencies	Excellent organisation skills Good time management, ability to plan and prioritise multiple tasks and meet deadlines Aptitude for communicating clearly with a range of people both verbally and in writing Confident phone manner Attention to detail and an eye for well presented material/documents Good team worker, able to work well with all levels of staff	Aptitude for using technological aids and applications in the office, such as conference phone, audio visual equipment, printer/photocopier Good proof reading ability
Personal Qualities	Motivated and proactive, able to work independently when required Flexible, adaptable and supportive Trustworthy and respectful of confidential information Approachable character	Committed to protecting the natural environment Interest in bats