

e-Assessment Association | Job Vacancy

Position: Administrator

Reports to: Operations Manager

Location: Remote (work from home)

Contract: Permanent (upon completion of six-month probationary period)

Hours: Part-time, 20 hours per week, spread equally over five days

Salary: £23k per annum FTE (actual salary - £12,266.67 per annum), plus bonus scheme.

Closing date: Sunday 3 November 2024, 23:59 GMT

About the e-Assessment Association

The e-Assessment Association (eAA) is a not-for-profit membership organisation based in the UK for consumers of, producers of and those with an interest in e-Assessment. We have been dedicated to furthering technology enhanced assessment adoption since 2008. The e-Assessment Association has three major goals: To provide professional support and facilitate debate and discussion for people involved in this field of expertise; create and communicate the positive contributions that technology makes to all forms of assessment; and to develop statements of good practice for suppliers and consumers of e-Assessment technologies.

Overview

The Administrator will play a crucial role in supporting the operations of the e-Assessment Association. This position is responsible for ensuring the smooth running of the Association's daily activities, including membership management, event coordination, communication, and financial administration. The ideal candidate will be organised, 'tech-savvy', detail-oriented, and possess excellent communication skills, with a passion for supporting the growth and development of the e-assessment community.



Key responsibilities

Membership Management:

- Maintain and update the membership database (HubSpot).
- Handle membership and volunteer enquiries.
- Produce regular reports on membership statistics and trends.
- Assist in the preparations of materials for Board meetings.
- Minute meetings and support the Operations Manager in the effective running of the Association's various committees and groups.

Event Coordination:

- Assist in the planning and execution of conferences, webinars, and other Association events.
- Manage event registrations, including tracking attendance and handling payments.
- Liaise with speakers, vendors, and attendees to ensure successful events.
- Support the promotion of events through email campaigns and social media.

Communication:

- Draft and distribute newsletters, announcements, and other communications to members.
- Manage the Association's website updates.
- Respond to general enquiries via email and phone.

Financial Administration:

- Process invoices, payments, and expense claims.
- Assist with the preparation of budgets and financial reports.
- Coordinate with the Association's accountant to ensure timely and accurate financial records.

Collaboration and Teamwork:

- Work closely with internal teams, volunteers, and external partners.
- Attend in-person team meetings and support in-person at Association events (Time-Off-In-Lieu policy in operations for additional hours worked).

General:

- Maintain records, files, and documentation in an organised manner.
- Assist with special projects as required
- Other appropriate tasks and roles as delegated by the Operations Manager
- To undertake other duties which may, from time to time, be necessary to further the work of eAA.

Please note, there will be the occasional requirement (c. 6 times per year) to travel nationally (UK) for events and team meetings. These instances will include overnight stays. There may be future requirement for some international travel.

Qualifications

- Undergraduate degree in Business Administration, Communications, or a related field desirable, but not required.
- 2+ years of experience in administrative roles, preferably within a membership-based, or non-profit organisation.
- Experience in event planning and/ or financial administration is a plus.

Skills:

- Proficient in Microsoft Office Suite.
 - 'Tech-savvy' with a willingness and ability to adapt to new technologies and programmes.
 - Familiar with CRM systems, preferably HubSpot.
 - Familiar with content creation tools such as Canva.
 - Strong written and verbal communication skills.
 - Excellent organisational skill and attention to detail.
 - Ability to work independently and as part of a team in a remote role.
 - Willingness and openness to embrace new technology, including the use of AI.
 - Passion for education and technology, with a commitment to promoting the use of e-assessment.
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Benefits

- Opportunity to work with a dedicated, friendly team, passionate about advancing e-assessment.
- Professional development and training opportunities.

Application process

The e-Assessment Association is an equal opportunity employer and encourages applications from all qualified individuals. We are committed to creating a diverse and inclusive work environment.

Interested candidates should submit their CV and a cover letter detailing their relevant experience and explaining why they are a good fit for this role. Applicants should remove any personal information from their CV and covering letter (name, email address, photograph etc.). We also ask applicants to complete [this equality and diversity monitoring form](#) at the point of application.

Applications should be submitted [here](#). We do not accept applications by email. The closing date for this vacancy is **Sunday 3 November 2024, 23:59 GMT**. If you experience any issues in uploading your application, require this document in a different format, or have any questions about the role, please contact Adam Taylor, Operations Manager, via email at adam.taylor@e-assessment.com.

Interviews will be held online (Teams or Zoom) in November. Shortlisted candidates will be set a task ahead of interviews, details for which will be communicated following shortlisting.

The e-Assessment Association (eAA) has a legal responsibility to ensure that **all** its employees have the legal right to live and work in the UK. Therefore, if you are made an offer of employment, this will be subject to the eAA verifying that you are eligible to work in the UK before you start work.

Application checklist

- CV with all personal details (name, address, telephone, email etc.) removed.
- Cover letter with all personal details (name, address, telephone, email etc.) removed.
- Submit your application [here](#).
- Complete the [equality and diversity monitoring form here](#).