



EVENTS AND ADMINISTRATION OFFICER - JOB DESCRIPTION

Job title:	Events and Administration Officer
Location:	Hybrid. Our office is based in Chancery Lane, London. During probation you will work four days in the office. After probation this will be a minimum of three days
Hours	Full time (40 hours per week) including occasional evening events
Contract	Permanent
Salary	£30,000 - £34,000 depending on experience
Responsible to:	Head of Relationships and Operations

About the Role

You will ensure the smooth running of events and office operations by coordinating logistics, managing travel and meeting schedules, and streamlining administrative processes with precision and professionalism.

What you will do

Event Logistics Support:

- Assist in the planning, coordination, and execution of events, liaising with vendors, venues, and other external partners to ensure smooth and successful operations.
- Maintain accurate tracking of attendee RSVPs, support the creation of invitation lists, and ensure the contact database is regularly updated.
- Provide on-the-day event support by overseeing check-ins, managing set-up, and addressing attendee needs.
- Track event budgets and assist in managing invoices.
- Work with the Engagement Manager to capture event feedback.

Travel Logistics and Planning:

- Coordinate team travel arrangements, including flights, accommodations, visas, and itineraries, while ensuring adherence to charity policies and budget constraints.
- Prepare and distribute travel schedules and relevant documentation.
- Assist in handling any travel-related issues or changes.

Meeting Scheduling and Coordination:

- Schedule and coordinate all organisational meetings and team-wide activities (Board meetings, team meetings etc).

- Assist meeting hosts with troubleshooting technical issues as required.
- Take minutes and follow up on action points from meetings as required.

Office and Team Administration:

- Oversee office supplies, ensuring appropriate stock levels and managing procurement as necessary.
- Support the Communications, Engagement, and Philanthropy teams in updating and maintaining the contact database.
- Serve as the central point of contact by handling phone calls, managing correspondence, and responding promptly to general inquiries.

What you will bring to the team

- Experience in organising events and travel logistics for team.
- Excellent organisational skills with the ability to manage multiple tasks, prioritise effectively, and work under pressure.
- Strong problem-solving abilities and the ability to work independently and handle issues that may arise on the spot (e.g., last-minute changes to travel plans or event schedules).
- Strong communication skills (both written and verbal) to coordinate with team members, external vendors, and event guests.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
- Experience using project management tools (e.g., Asana, Trello) to track tasks, and timelines.
- Ability to learn new systems and use tools effectively to streamline event and travel processes.
- Ability to maintain a professional demeanour and remain calm under pressure, especially when handling event or travel logistics.
- Attention to detail and an understanding of the importance of accuracy when preparing documents, itineraries, and event materials.