



## JOB DESCRIPTION

Job Title	Events and Office Assistant
Hours	7 hours per week
Working Pattern	2 days per week, worked 3.5 hours per day between 09:00-17:00 One of these days to be worked on Thursday, allowing overlap with other team members for team-meetings. Flexibility in working pattern required to attend monthly webinars (3 <sup>rd</sup> Wednesday of the month from 19:30 to 21:00) and the Annual Conference (3 <sup>rd</sup> Saturday of June).
Pay	£11.89 per hour
Benefits	21.5 hours annual leave including statutory holidays Full Time Equivalent (FTE) is 33 days including statutory holidays
Contract	Permanent
Location	Home-based within the UK, with travel once or twice a year for an in-person team meeting held in central London. Travel time is paid and will be given back as time off in lieu if needed.
Line Manager	Charity Manager

### Cavernoma

1 in 625 people have a cavernoma; a cluster of abnormal blood vessels in the brain or spine that look like a raspberry. Whilst most people don't experience symptoms, those who do can have haemorrhages, seizures, headaches, neurological problems and a range of other life impacting symptoms.

### Cavernoma Alliance UK

Cavernoma Alliance UK (CAUK) is a member led organisation, run by and for those impacted by cavernoma. We work from a model of empowerment, recognising the value of our members' lived experience to provide mutual support, improve standards of care and drive research into finding a cure. We are there for people at every point in their lives, providing holistic person-centred support. All that we do is underpinned by our values of being: Empowering, Inclusive, Informative, Trustworthy, Confidential and Approachable.

### 'Caver-no-more 2030' Strategy

Since 2005 CAUK has grown from a volunteer led organisation based in Dorchester to a UK wide registered charity that now has 4 part-time permanent staff (all home-based), 50+

volunteers, 3900+ members and also the support of self-employed contractors. In 2021 we launched a Strategic Development Plan for 2021 to 2024 titled 'Caver-no-more 2030' to support our vision "to help find a cure for cavernoma by 2030" and our mission to "to promote and protect the physical and mental health of all those affected by cavernoma. In 2023 we reviewed progress being made against our strategy. As an outcome we took the decision to give greater priority to the promotion of cavernoma research (pre-clinical, clinical and translational), in addition to our patient information and support services. Our support services include a helpline, buddying, counselling, online support groups, meet-ups, webinars, lectures, newsletter, leaflets, website and social media.

## **Role**

The Events and Office Assistant is responsible for assisting the Charity Manager with the administration of events alongside some general office activities for the charity. This includes assisting with the organisation of the virtual Annual Conference, virtual Monthly Information Webinars, in-person Annual Snowdon Climb for Cavernoma, online Cavernoma Awareness Month activities, in-person Autumn Lecture, virtual Secret Santa, attendance by volunteers at external conferences, and any other events organised by CAUK. As and when time permits in between events the post-holder will also assist with some general office activities, including posting t-shirts/fundraising packs to fundraisers and arranging Zoom meetings.

## **Responsibilities**

- Assist with the organisation of the virtual Annual Conference via Zoom (3<sup>rd</sup> Saturday in June for around 100+ registered people) including inviting speakers, gathering biographies and headshots, setting up technical practice sessions, assisting with the Q&A/Chat from delegates on zoom on the day and any other administrative assistance needed. Attendance at the Annual Conference will be required.
- Assist with the organisation of the Annual Snowdon Climb for Cavernoma (1<sup>st</sup> Saturday in June for around 30-50 people) including registering climbers, sending out welcome packs, following up on disclosed medical conditions, producing climbing packs, sending out update emails and arranging thank-you certificates.
- During the month of June which is Cavernoma Awareness Month to help the Charity Manager and Social Media Consultant with any activities arising in respect of this awareness raising (e.g. distributing press-releases to newspapers etc)
- Assist with the organisation of the virtual Monthly Information Webinars via Zoom (typically the 3<sup>rd</sup> Wednesday of the month from 7.30pm to 9pm) with the same responsibilities as specified above for the Annual Conference. Attendance at the majority of the webinars will be required to assist with the Q&A/Chat from delegates.
- Assist with the organisation of the Annual Autumn Lecture to be held in London (typically mid-week for around 30-40 people) including inviting speakers, gathering biographies and headshots, booking a room, arranging recording equipment and addressing any queries arising from people attending (e.g. access to the room for disabilities).
- Assist with the organisation of any Christmas themed activities in the month of December. This will include leading on the organisation of the virtual Secret Santa gathering the names of interested members, matching each interested member with an

appropriate person, following up to ensure a small gift is sent and sending one out if it's overlooked.

- Support the attendance of external conferences by CAUK volunteers, by arranging for a courier to collect/return the charity's display materials alongside providing any other assistance as needed (e.g. booking attendance with the conference organiser, submitting information about the charity to be included in conference booklets etc.)
- At the direction of the Volunteer Manager, assist with the organisation of the Annual Brain Awareness Week in-person meet-ups that take place in the month of March (typically 100+ people) with tasks split with the Member Support Assistant.
- Post t-shirts and fundraising packs to people fundraising for CAUK, liaising with the Community Fundraising Volunteer who will co-ordinate with members.
- To provide any other general assistance with events and office administration as time permits and as required by the Charity Manager (e.g. setting up Zoom meetings for research and awareness raising activities)
- Along with other CAUK staff and volunteers flag any concerns arising as and when identified on social media, in particular the closed CAUK Facebook Group, with the Charity Manager who will act as needed.
- Be an engaged member of the CAUK staff team. Working in a collaborative, mutually supportive and transparent manner that ensures every team member has visibility of the others activities and the opportunity where appropriate to contribute and shape these.
- Adopt and comply with CAUK's policies/procedures and regulatory frameworks, including:
  - Code of Conduct
  - Health & Safety
  - Data Protection and privacy
  - Regulatory standards and probity
  - Human Resources policies and procedures
  - Equality and Inclusion
  - Work with the Charity Manager to monitor/review own performance

## **Person Specification**

### ***Essential Experience and Skills***

1. At least 2 years' administration experience, preferably including event organisation
2. Strong organisational skills, prioritising to make the best use of the time available
3. Good understanding of the issues faced by people living with a neurological condition
4. Experience of using online meeting platforms, preferably Zoom
5. Experience of using marketing/communication platforms, preferably Mailchimp
6. Strong general IT skills, preferably Microsoft Office, Gmail and Google Workspace
7. A quick learner, able to adapt existing knowledge and experience, to tackle new queries as they arise with support from the Volunteer Manager.
8. Good communication skills, with an ability and willingness to adopt an inclusive communication style particularly for members experiencing neurological challenges;

9. Team player who is flexible in their approach and responsive to emergent needs, appreciating the challenges of working for a small charity;
10. Commitment to values-based working and adhering to organisational policies and procedures, as required to keep workers and members safe;
11. Ability to work within organisational framework whilst utilising own initiative;
12. Ability to attend virtual Monthly Information Webinars (typically 3<sup>rd</sup> Wednesday of the month from 19:30 to 21:00), the virtual Annual Conference (3<sup>rd</sup> Saturday in June) and if accessibility permits the Annual Snowdon Climb for Cavernoma (1<sup>st</sup> Saturday in June).
13. Willingness to learn and develop, pro-actively investing in personal development;
14. Hold a valid Disclosure and Barring Service (DBS) certificate (this can be organised if you do not hold a DBS certificate but you must be willing to undertake checks).

***Desirable Criteria***

15. Lived experience of cavernoma, or a similar condition, either personal or through supporting others, and a drive to apply this experience for the betterment of others;
16. Previous experience of working with a charity and/or volunteers
17. Previous experience of working with clinicians and/or researchers

Important Note: No role profile can cover every issue which may arise within the post at various times. The post holder is expected to carry out other duties from time to time, which are broadly consistent with those described.