



## **ULSTER ARCHITECTURAL HERITAGE**

### **JOB DESCRIPTION: EVENTS AND ADMINISTRATION OFFICER**

**Summary:** The Events and Administration Officer is responsible for supporting the successful delivery of the Heritage Angel Awards Northern Ireland 2021 programme to 30th November 2021; and leading on the successful, planning, programming and delivery of the UAH annual events programme to 31 May 2022; alongside administration activities in support of management of the UAH Office. Working with the UAH Executive Assistant, Chief Executive, Committee, staff and volunteers with the delivery of organisational objectives, partnerships and projects.

**Reporting to:** The Chief Executive and where applicable the Executive Assistant as direct line managers, and the Committee of UAH, as required.

**Working with:** The Chief Executive and other members of UAH staff including the Executive Assistant and Heritage Projects Officers, together with the Committee and Sub-Committees of UAH, and other stakeholders, as appropriate.

**Responsible for:**

- Administration
- Events

**Term:** May 2021-May 2022, or equivalent to 12 month contract.

**Hours:** 37.5 hours, 9.00am-5.30pm Monday to Friday.  
Out of hours work, and travel may be required.

**Salary:** £21,748 per annum. Point 11 on the NJC Salary Scale.

**Location:** Old Museum Building, 7 College Square North, Belfast, BT1 6AR. Other locations, as required.



## **BACKGROUND:**

Please note these responsibilities will either be fulfilled personally or by effective delegation, and many will involve planning and agreement with the Chief Executive and Committee. Some tasks will involve working directly with the Chief Executive, Committee and/or other members of the staff team - in particular the Events and Administration Officer. However, the Executive Assistant will be expected to take primary lead on the following:

## **MAIN ACTIVITIES:**

Please note these activities will either be fulfilled personally or by working with other members of the staff or Committee, and many will involve planning and agreement with the Chief Executive and Executive Assistant. Some tasks will involve working directly with the Executive Assistant, Chief Executive, Committee, and/or other members of the staff team. However, the Events and Administration Officer will be expected to take primary lead on the following:

### **Administration:**

- Lead on day-to day administration;
- Administrate correspondence incoming to UAH via telephone, email and post; including processing orders for events/publications/membership, etc;
- Oversee the UAH website and social media. Review and update as required. Ensure that other staff are updating their relevant section as required;
- Ensure consistency of output on the UAH website and social media- quality and consistency of input e.g. text, images, etc;
- Pack and post out general/membership/events correspondence/publication orders or other correspondence where applicable;
- Promote membership/publications/events by email, social media and UAH website;
- Develop ways in which UAH might enhance membership offering and membership sign up;
- Ensure that publication stock is audited, and that sufficient stock is available for sale at all times;
- Distribute publication stock to retail outlets where necessary;
- Develop ways in which UAH might develop marketing of publications to sell maximum amount of stock;
- Arrange and minute meetings of the UAH committee(s);
- Other administrative duties as necessary to support UAH activities.



### **Events:**

- Support the delivery of key primary event project – Heritage Angel Awards Northern Ireland (applies to the 2021 period only);
- Advance planning and programming of the UAH annual events programme for the 2022 period;
- Lead on the delivery of the annual UAH events programme through to mid-year 2022;
- Take UAH events bookings by post, over the telephone or online;
- Support content, design and print of promotional materials as necessary for events e.g. promotional flyers/leaflets/programmes;
- Administrate bookings;
- Correspond with attendees with confirmation, updates, etc;
- Monitor uptake of events and give regular reports on events to the Chief Executive and Committee;
- Lead the chairing and/or hosting of UAH events;
- Provide technical support to facilitate in person and online delivery of events and foster the ongoing development of UAH Online;
- Book venues/IT support/catering etc where required;
- Promote events by email, social media and UAH website;
- Arrange and minute meetings of the UAH Events Sub Committee.

**This post will work under the direct line management of the Executive Assistant.**

**The above is not an exhaustive list of duties and you will be expected to perform different tasks as necessitated by your changing role within the organisation and the overall business objectives of the organisation.**

### **Essential**

- Third level qualification in business administration/marketing/events management, or equivalent;
- Experience of providing designated support to a key event/project;
- Proven experience of organisation, diary management and planning skills.
- Proven experience of events programming and delivery skills;
- Organised with ability to prioritise own workload effectively, to co-ordinate activities and conflicting demands to ensure that tight deadlines are met.
- Effective communication skills, using multi-platform delivery, with the ability to work well with range of people at all levels.
- Awareness and ability to use systems and adopt new technologies e.g social media, online event facilitation, online booking and management systems.
- Good ability to develop strong working relationships with stakeholders at all levels of the organisation and externally.



- Strong computer literate skills, with extensive demonstrable experience of office software packages (i.e. Word, Excel, PowerPoint, bookkeeping and payroll software).
  - Demonstrable experience of use of social media in a professional capacity for communication and marketing purposes;
  - Proven ability to be adaptable to new challenges, use own initiative, be proactive and deal with specific queries as they arise.
  - Attention to detail and practical experience of gathering, analysing and collating complex information and data, by way of different systems, as required.
- **Desirable**
- An awareness of and/or interest in the built heritage.
  - Degree or other graduate qualification finance and/or business administration.
  - Full driving licence and access to a vehicle.