

Job Description

Job Title	Office and Events Coordinator (Maternity Cover), ILC-UK
Purpose	To maintain the smooth running of the ILC-UK office, and administrate and coordinate ILC-UK events.
Reports to	Director

Direct Reports

Main Responsibilities

1. Provide administrative support to the ILC-UK team including booking travel and accommodation.
2. Liaise with suppliers to resolve any equipment issues that may arise.
3. Liaise with IT consultant on network and office wide IT issues (experience not necessary).
4. Monitor annual leave requests, sick leave, petty cash, credit card payments.
5. Service the ILC-UK Trustees including arranging and attending Trustee meetings, minute taking and preparing documentation.
6. Coordinate recruitment campaigns.
7. Attend and coordinate ILC-UK events initially with the Policy and Public Affairs Assistant and eventually on your own.
8. Reporting to the team during weekly team meetings on office related issues and event updates.
Coordinate event logistics and administration (including, but not limited to, liaising with and booking venues, catering and AV; creating name badges; coordinating invitation responses; coordinating attendee lists; liaising with speakers; liaising with funders).
Prepare event budgets and event proposals for events.
9. Research venues and costs for the 2017 Future of Ageing conference. Prepare the event budget and sponsorship brochure, work with the Director and Policy & Public Affairs Assistant to identify suitable speakers, sponsors and marketing opportunities.
10. Update the ILC-UK website, ILC-UK blog and ILC Global Alliance website with event invitations, news stories and publications.
11. Monitor web statistics using Google Analytics, and develop effective ways to increase website visits.
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Measures of Performance

1. The office runs smoothly with all systems kept up to date, internal communications effectively maintained and admin support provided in a timely and efficient manner to those who require it.
2. Events run smoothly with no logistic problems and are effectively administered before and after. Research team well supported with any event needs.
3. Contribute to at least 5 proposals per year.