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## Events and Membership Officer

This post involves managing a range of events and the membership database for UACES, a leading European Studies membership association.

### About UACES

Established in 1967, the University Association for Contemporary European Studies (UACES) is an academic association and a registered charity. UACES has over 1100 members (typically academics and postgraduate students) who are occupied with the study of contemporary Europe. The membership is international, with most based in Europe. The UACES office is based in Central London and is governed by an Executive Committee, which is elected from the membership. The appointed candidate will work in this office as part of a small team alongside two other staff members.

The **main activities of the UACES office** fall into the following areas:

- (i) The organisation and promotion of the Association and its activities in the UK and abroad
- (ii) The organisation, sponsorship, and promotion of events including both residential and non-residential conferences
- (iii) The maintenance of membership database
- (iv) The publication of in-house information resources, including a regular newsletter, a blog and the UACES website
- (v) Administrative support for the *Journal of Common Market Studies*, the *Journal of Contemporary European Research* and other UACES publications
- (vi) Support for the development of European Studies in universities in the UK and abroad and the development of increasing links with other organisations including the media

## Post Description

The appointed candidate will have responsibility for:

- Organising and planning the UACES Annual Conference
- Organising other events administered by UACES
- Supporting and publicising UACES-sponsored events
- Collation of materials (including event reports) for the UACES newsletter
- Contributing to grant applications for event funding
- Membership administration which includes maintaining the membership database, processing renewals and moderating the members' email list and Expert on Europe database
- Providing support to new and existing members of UACES
- Being the first point of contact for events and membership queries
- Representing UACES at occasional conferences and events
- Assisting with the development of links with other associations and organisations
- Administration of UACES prizes
- General administrative tasks, including attending Committee meetings and taking minutes

The post will involve occasional travel and work during out-of-office hours (for which time -off in lieu will be offered).

Operating in a small office, it is expected that there will be occasions when it is necessary for all staff members to assist colleagues with tasks that are outside their core job description.

The office uses Microsoft Office 2010. We also use Adobe Creative Suite (especially Dreamweaver and InDesign); while experience in this software is desirable, any necessary training can be arranged for the right candidate.

## Person Specification

This table lists the essential and desirable requirements needed in order to do the job. Applicants will be shortlisted on the extent to which they meet these requirements.

**E – Essential: Requirements without which the job could not be done**

**D – Desirable: Requirements that would enable the candidate to perform the job well**

Competency	Evidence	E / D
<b>Education</b>	Educated to at least university degree standard A high level of written and verbal communication skills	E E
<b>Planning and organising</b>	Experience of organising events or conferences Experience of managing all stages of a project Experience organising events in the higher education sector	E E D
<b>Administration &amp; Membership support</b>	Experience providing excellent customer service Experience working with members of an organisation or association Experience of working with a committee of trustees	E D D
<b>Computer literacy</b>	Ability to use Microsoft Office Ability to input and update records on a database Experience using Microsoft Access	E D D
<b>Liaison and networking</b>	Professional and presentable Ability to liaise with senior academics Foreign language skills	E E D
<b>Time management</b>	Ability to deliver to deadline	E
<b>Team work and motivation</b>	Ability to work in a small but active team / office Approachable	E E
<b>Initiative and problem-solving</b>	Ability to act on own initiative	D
<b>Flexibility</b>	Willingness to travel and work during out-of-office hours Preparedness to assist colleagues with their duties, when required	E E

## Further particulars

Normal working week will be 35 hours, Monday – Friday (occasional flexibility needed).

Responsible to the Executive Director, UACES Officers and Trustees

Salary will be c. £25,000 per annum, depending on experience.

The annual leave entitlement is 31 days. It is obligatory to take leave in the gap between Christmas and New Year. This holiday allowance is in addition to public holidays.

If eligible, the employee will be automatically enrolled in a pension scheme with NEST. UACES will pay 10% of the employee's salary into a personal pension on top of a 5% employee contribution (i.e. if the employee contributes 5% of their salary into their pension, UACES will contribute 10% - the UACES contribution is not deducted from salary).

Termination of the appointment is subject to three months' notice on either side.

### Recruitment process

Please send a CV and covering letter (in word or PDF format) to [admin@uaces.org](mailto:admin@uaces.org), with the subject line of '*Job Application*' by midnight on Tuesday 8 October 2019.

Shortlisted candidates will be contacted by Wednesday 16 October 2019 and interviews held on Wednesday 23 October 2019.

The expected start date for the appointment is Monday 25 November 2019 subject to the successful candidate's notice period.

If you wish for an informal discussion of the post, please contact Emily Linnemann at UACES, tel. 020 7419 5446.