



Job Description and Person Specification

Job Description	
Organisation:	British Universities' International Liaison Association
Post Title:	Training and Administration Support
Responsible to:	Project Manager, BUILA With direct links with Chair of BUILA, Executive Leads for Training
Contract Type:	Fixed Term Consultancy BUILA is an Association & does not have any employees; all team members are contracted
Contract Hours:	84 days annually (6-8 days per month as required)
Indicative Contract Value:	Annual Contract of £14,000
<p>Job Purpose:</p> <ol style="list-style-type: none"> 1. To provide administrative and logistical support to deliver the BUILA Training Programme, the Annual Conference, agent events and as necessary for partner events; responsible for creating and maintaining a BUILA events calendar 2. To help the lead on the BUILA Executive identify speakers and shape the training programme for the year. 3. To be responsible for the complete set up and delivery of each session including all income and expenditure 4. To provide an evaluation of the success of the training programme and make recommendations for improvement 5. To support other BUILA events including the Annual Conference and lobbying events as and when needed, taking direct responsibility for sponsorship and sponsors, merchandising, and wraparound events 6. To provide administrative support to the Project Manager and to the BUILA Board responding to enquiries, overseeing membership fees, maintaining and updating expenditure against budgets, servicing the Executive Board meetings and Directors' Forums, creating and collating membership surveys, and overseeing the online discussion forums and mailbases. 7. Other tasks that fall within the scope of the role as allocated by the Project Manager of BUILA in consultation with the post-holder. 	



Key Accountabilities/Primary Responsibilities:

TRAINING

- Work with BUILA Executive Training Leads to create a training schedule for the year
- Work with Training Leads to develop content for each session and source and liaise with speakers
- Source, book and liaise with venues and/or manage the hosting of the online platform for training sessions
- Promote sessions to BUILA members, using website, mailbases and social media
- Set up bookings and manage registrations and finance/invoicing
- Manage all pre-event logistics with Chair and speakers
- Attend each training session and oversee delivery on the day whether online or face to face
- Manage follow up to attendees and speakers
- Collect and report on evaluation and event data and produce a financial summary of each event

ANNUAL CONFERENCE

- Lead on communications with sponsors, including invoicing, merchandise and goody-bag
- Lead on briefing, follow up communications and reimbursement of speakers
- Oversee the registration system for delegates, sponsors, speakers and Executive
- Lead on briefing the Executive
- Attend the Conference and provide logistical support with registration, venue, speakers, sponsors
- Collect and report on feedback from delegates and sponsors
- To support the Project Manager with any other such tasks as shall be identified in advance, such as the VIP dinner, Conference Dinner, transportation

MEMBERSHIP AND DISCUSSION FORUM MAILBASES

- Maintain membership list and mailbases
- Manage the addition and removal of individual staff belonging to member institutions
- Respond to all enquiries from members regarding membership and mailbases
- Prepare, circulate and follow up invoices for annual membership to all members
- Regularly review and update the membership booklet

BUILA ADMINISTRATION

- Manage the BUILA inbox and liaise with the relevant BUILA Executive or Project Manager
- Set up, attend, take notes and circulate action points at virtual & face to face BUILA Executive Board and Directors' Forum Meetings
- Create, distribute and collate annual recruitment survey
- Create, distribute and collate surveys for the membership as directed by the Project Manager or Executive on a regular basis for lobbying purposes
- Maintain and update BUILA expenditure against budget for each board meeting
- Schedule and oversee external speaking opportunities for BUILA Executive and Directors



- Support the organisation of Agents Research workshops & communications to members, partners and agents
- Manage BUILA Elections: notify members of elections, collate nominations, create & distribute election statements to named representatives for voting
- Set up and maintain a BUILA's event calendar including, Training, RIGS, external briefings, partner events with BUILA speakers.

Internal & External Relationships:

- Responsible to the Project Manager
- Active collaboration with all BUILA Executive Board members
- Active collaboration with the Chair and Project Manager of BUILA.
- Communication with external stakeholder groups including member universities, venues, sector organisations and government departments.

Person Specification:

1. A self-starter with strong time management and organisational skills
2. Experience of working in the international HE sector and/or event management
3. Ability to multi-task with close attention to detail and working to tight deadlines
4. Ability to be flexible and react to a wide range of requests and projects
5. Ability to relate to an extensive range of people with varying levels of seniority
6. Ability to work occasional evening and unusual hours, and overseas when applicable to the event.