

BAVS

Events and Communications Co-ordinator **(temporary part-time post)**

We are looking for someone to join us at BAVS who is a committed team worker, has strong interpersonal skills, who will be comfortable working independently and suggesting improvements to our operations. Good computer literacy, time-keeping and attendance are key in this role.

Key responsibilities:

Internal communications:

- Assist the smooth running of BAVS by developing administrative procedures and providing guidance to colleagues on our systems (e.g. contacts database) to ensure consistency.
- Provide administrative support to BAVS staff team (e.g. diary management, meeting & event co-ordination etc.)
- Assist in ensuring compliance with data protection regulations
- Prepare and distribute meeting papers
- Write and compile minutes post meetings
- Schedule, send out information for meetings (staff/ board/ community forums) including. Taking bookings/ organise rooms/ refreshments
- Provide support to the trustees as required (e.g. minute taking, distribute papers, meeting arrangements etc.)
- Order and manage office stationary and printing facilities
- Support monitoring and information management for reporting purposes

External Communications:

- Maintain our membership database
- Create simple flyers and promotional material
- Work actively to deliver BAVS online and social media presence – e.g. promoting events on Eventbrite etc.
- Writing and curating content for the e-newsletter & distribution of newsletter
- Along with colleagues, develop content for external cases-studies, blogs, reports, local press and other communications
- Be responsible for maintaining BAVS website, both content and simple design maintenance (update images, layout templates)

Events:

- Coordinate events/ meetings, including planning activities and organising logistics (venue, refreshments, marketing, printing session material etc.)
- Organise agendas: act as secretary for meetings, preparing materials, taking and distributing minutes of proceedings
- Disseminate communications to colleagues internally / externally as appropriate

- Follow up on action items to ensure a coordinated response
- Help the team facilitate community engagement events – e.g. enquiry/ consultation sessions and develop responses

Essential skills:

- Excellent written and literacy skills (e.g. experience in drafting minutes)
- Good inter-personal skills, communicates clearly and effectively at all levels (both internally and externally)
- Strong IT skills, with sound experience of Office and Excel
- Experience of maintaining websites and using social media
- Experience of organising events
- First class organisational skills, good attention to detail and accuracy are essential
- Ability to prioritise a busy workload and comfortable grasping new information
- An 'ideas' person who is confident to suggest and implement changes
- A committed team player who happily goes the extra mile
- Comfortable in a varied, busy environment
- Experience of working with a relationship building/ customer focus
- Experience working in the charity and/or social sector

This is a new role at BAVS and will be 20 hours per week. The post will initially be for six months, but our intention is this role will become part of our staffing structure in 2020.

Salary: Salary for 20 hours £11,856 – 12,168, (£20,748 - £21,294 full-time rate)

Closing date: Wednesday 6th March noon

Email application forms to Kathy.cremin@bavs.org.uk or hand into the BAVS office, 55 Newtown Street, Duns, TD11 3AU.

Scottish Charity No: SC016309

Company No: SC381152

