

BUFDG Events and Admin Assistant

Job Description

Part time 0.5-0.6 FTE

About us

BUFDG is the representative membership body for higher education (HE) finance staff in the UK. Our members are the Directors of Finance (FDs) and Chief Financial Officers (CFOs), and their staff, of almost all UK HE institutions.

BUFDG is a Special Interest Organisation (SIO) of Professional HE Services (PHES) Ltd - an umbrella company which comprises a number of other associations. We are not-for-profit and exist to support members, and any funds generated through the activities of BUFDG are used to fulfil our objectives and mission.

About the role

A **part-time Events and Admin Assistant** is required to support the BUFDG team and the HE finance community. This role will play a key role in coordinating webinars and online meetings, supporting the Executive Director with diary management, reports, and correspondence, and the rest of the BUFDG team with general administrative tasks.

The Events and Admin Assistant formally reports to the BUFDG Learning and Development Manager and has no direct management responsibilities. You will work closely with the Learning and Development Manager, the Events and E-learning Manager, and the Executive Director, but will provide support to everyone in the small team at BUFDG.

This role will be home-based but will include some UK travel, including conferences, six-weekly BUFDG team meetings (usually in London), twice yearly PHES meetings in the Loughborough area, and occasional overnight stays. There may also be sporadic office working in our Loughborough office to meet and work with colleagues on occasion.

Roles and responsibilities

Arrange webinars, roundtable meetings, and online meetings for our working groups.

You will need to...

- Arrange all online meetings and webinars, as required by the rest of the team, with some support from the Events and E-learning Manager, Learning and Development Manager and the wider team as appropriate.
- Have excellent IT skills, using MS Office products on a daily basis (Word, Excel, Outlook and MS Teams).
- Coordinate dates for events and meetings, by checking team calendars, communicating with members and presenters, and using scheduling tools such as Doodle to find the best dates.
- Use our in-house system to set up events and meetings and manage bookings.
- Show a genuine commitment to supporting our members and helping them get the most from our services and events, remaining calm, supportive, and solution-focused even when responding to urgent or unexpected requests.
- Use MS Teams as an online meeting platform.
- Use MS Teams and Zoom to organise our webinars.
- Use MS Forms regularly.

- Upload event and webinar recordings to Wistia and update our website with these recordings and associated materials.
- Maintain membership engagement data via our in-house system.
- Work with the BUFDG Head of Operations and Engagement, the PHES IT support team, the PHES Operations Officer, the BUFDG Events and E-learning Manager, and the wider BUFDG team, to review existing online event management tasks and processes and improve efficiency of these processes.

Provide admin support to the rest of the BUFDG team.

You will need to...

- Support the BUFDG Executive Director with diary management, helping to coordinate meetings and prioritise commitments, where required.
- Work closely with the BUFDG Executive Director to maintain oversight of and timely responses to key correspondence and emails.
- Run reports from Power BI and our internal CRM database for the Executive Director when requested.
- Provide other general administrative support to the BUFDG Executive Director as may be required.
- Provide the wider team with general admin support, such as assistance with formatting documents, coordinating meeting/event dates, spreadsheet analysis, and running reports, though with all team members based from home, they are relatively self-sufficient.

Contribute to the whole BUFDG team and membership.

You will need to...

- Work flexibly with the team to support projects and initiatives as needed.
- Independently carry out tasks and demonstrate resourcefulness (work on your own at home with little day-to-day direction, though other team members are available for MS Teams calls when needed).
- Contribute ideas to team meetings and planning sessions.
- Feedback your thoughts on membership services and BUFDG internal processes when you see opportunities for improvement.
- Liaise with other team members to ensure you are clear on your work tasks.
- Take opportunities to work with other team members to integrate into the team, contribute to BUFDG's mission, learn about the H E sector and H E finance, and develop your skills and knowledge.

Support the Events and E-learning Manager to assist with other events when required.

You will need to...

- Attend our in-person conferences to provide on-site support (along with others on the BUFDG team) between two and six times a year – these events are held all over the UK.
- Provide support for our online conferences (three to four a year, at present), if required.

You must also have

- An education to A-level or equivalent.
- A friendly, open, and supportive manner towards other team members.
- A demonstratable ability to effectively clarify priorities to enable supporting multiple team members.

- An ability to display excellent organisational skills and juggle multiple webinars and meetings organised on a variety of platforms.
- A proven track record of producing work to a professional standard and attention to detail.
- Evidence of excellent IT Skills including Word, Excel, MS Teams and email used on a daily basis.
- A flexible approach to team working – sometimes working outside normal office hours, for example when attending events or team meetings.
- A commitment to always observing the organisation's Equity, Diversity and Inclusion Policy.
- A willingness to undertake further training.

You might have

- Experience of working in an educational setting.
- Experience of working in a membership organisation.
- Experience of using Zoom.
- A degree.
- Experience of working as a personal or team assistant.

We will offer

- A **part-time role between 0.5 and 0.6 FTE**, with a competitive salary at **Grade 4 (£24,685 - £28,031 pro-rata)** dependent on qualifications and experience.
- A defined contribution pension scheme with **7.5% employee and 16% employer contribution rates**, together with life insurance.
- **30 days' holiday** plus bank holidays and discretionary days' office closure.
- Support for **CPD** and appropriate training.
- This Job Description sets out current duties of the post that may vary from time to time without changing the general character of the post or the level of responsibility entailed.