

Association of Research Managers & Administrators (ARMA) UK



Job Title:	Delivery Officer: Events and Engagement
Salary:	£20,740 per annum
Benefits:	You will be invited to join ARMA's contributory Company Pension Scheme with Aegon. You will also be entitled to 30 days holiday per year plus 8 bank holidays.
Contract:	Full time, open ended
Reporting to:	Chief Operating Officer
Located in:	Edinburgh. <i>The post will involve regular travel throughout the UK and will require some overnight stays.</i>

Background:

ARMA (UK) is the professional association for research management in the UK. We currently have over 3,000 individual members from around 250 organisations, ranging from Universities and Funding Bodies to the National Health Service and independent Research Institutions. We represent research leaders, managers and administrators, offering professional development and opportunities to build networks, knowledge and skills. We work with UK-wide and international bodies to influence and understand the changing research management agenda, translating the impacts of that change for our members. We work with others to promote public trust in research, communicating its benefits and value. Most of all, we work to enhance research management as a professional partner in the UK research environment. We provide a wide range of membership benefits and development opportunities, including regular e-news, social media channels, a member magazine, the Professional Development Framework, a jobs mailing list and our Annual Conference. ARMA is a limited company by guarantee established in May 2006.

About the Executive Office:

Co-located with Universities Scotland at Holyrood Park House, just next to the Scottish Parliament building in Edinburgh, the Executive Office is a small team of currently 5 individuals working for ARMA's Board, 3 Committees and various working groups. Collectively, we help to deliver ARMA's Strategic Vision, while ensuring that all our members are suitably supported with the best possible customer service to ensure they secure maximum value from their membership. The Executive Office

enjoys a good relationship with its Board, Committees and members and while always busy, we are committed to putting our people first. We communicate by talking to each other, working as a team to help each other out and we never take life too seriously!

About the post:

The ARMA Delivery Officer: Events and Engagement ensures the effective delivery of ARMA services, with specific responsibilities for administering and supporting Professional Development events and communications with ARMA members. The post reports to the Chief Operating Officer, and provides support to our Professional Development Committee, Stakeholder Engagement Committee and Board of Directors. The role demands excellent organisational, event management, communications, time management and customer service skills.

Main Duties and Responsibilities:

1. Works with the Portfolio Director for Training & Development and the Chief Operating Officer to develop an annual programme of training workshops. Responsible for administering all aspects of the events, including web updates, liaison with external contractors (including venues), liaison with event leaders and speakers, ongoing promotion of the events programme, and quality assurance.
2. Supports 'on the day' event delivery, to ensure that the expectations of event leaders, presenters and delegates are met.
3. Supports members to sign up for an event, and works with them to answer any questions they might have.
4. Following our Communications Strategy, designs and develops appropriate communications for ARMA members, through email, the ARMA website, and social media channels.
5. Works with systems, including the ARMA website, MailChimp, Twitter, Hootsuite, Jiscmail and others to support communication with ARMA members.
6. Undertakes any other duties and responsibilities, commensurate with the grade of the post, as directed by the Chief Operating Office and/or the Board of Directors.

This job description is a guide to the work the post holder will initially be required to undertake. It may be changed from time to time to meet changing circumstances. It is expected that the job description will be reviewed regularly by the post holder and their line manager.

Key Relationships:

Line Manager

- Chief Operating Officer

Internal

- The Board of Directors
- Other members of the Executive Office

External

- Members
- Event leaders and speakers
- External contractors
- Venue providers

Person Specification:

ATTRIBUTE	ESSENTIAL	DESIRABLE
Attainment / Qualifications	• Education to A-level or equivalent experience, including an excellent level of numeracy and literacy. GCSE Mathematics and English (Grades A-C) or equivalent.	
Previous Experience	• Proven experience of general administration of at least 3 years. • Proven experience of event coordination of at least 3 years • Proven experience of writing communications, including social media • Experience of editing and adding web content using Wordpress or similar web platforms	• Design experience • Experience of web design
Knowledge and Specialist Skills	• Communication with colleagues and staff of external organisations, often at a senior level. Requires excellent oral communication skills. • Must work to a high standard of accuracy, with an excellent level of written English. • High level of IT literacy • Excellent problem solving skills	• Knowledge of MailChimp, Hootsuite and other communications software.

Disposition	• Excellent attitude and approach to customer service and proven experience of operating in a busy customer-focused environment. • Self-motivated. • Able to work on own initiative and as part of a team. • Willingness to be flexible and adapt to changing priorities and respond to competing demands. • Excellent organisational and time management skills whilst working concurrently on a large number of different activities.	
Circumstances	• Willingness and ability to travel within the UK, including overnight stays.	

How to apply:

If you are interested in applying for the role, please send Hamish Macandrew, Chief Operating Officer at Hamish.macandrew@arma.ac.uk a covering email and CV by 5pm **on Monday 26th**

August, summarising why you would like the role and outlining the ideas, skills and experience you believe you can bring to ARMA. We will then review the expressions of interest we have received, and call shortlisted candidates for an interview, which will take place in the week commencing 16 September in Edinburgh.

Further information:

If you have any queries related to this post, please contact: Hamish Macandrew, Chief Operating Officer at hamish.macandrew@arma.ac.uk.