

JOB DESCRIPTION

Amnesty International UK



JOB TITLE	HRAC Venue Events Assistant
TEAM	Technology, Facilities and Events
DEPARTMENT	Corporate Services
REPORTS TO	HRAC Venue Events Manager
RESPONSIBLE FOR	Volunteers
SCALE	2
HOURS PER WEEK	35

OVERALL PURPOSE OF THE JOB

The HRAC Venue Events Assistant will provide support to the HRAC (Human Rights Action Centre) Venue Events Manager and Venue Events Producer in running the HRAC conference spaces. The team assistant will be responsible for preparing and/or laying out the refreshments and lunch for each event. They will help set up all spaces and make sure the AV equipment is ready for the day's events. The team assistant will also provide support with general administrative tasks including booking enquiries, pre-event updates, monthly spreadsheets, signage, displays, ordering and stock/material checks. On occasion, the team assistant will provide technical support for events. This role will involve working flexible hours that will reflect booking activity, including weekend and evening cover.

MAIN TASKS

1. To work closely with the HRAC Venue Events Manager/Producer in scheduling events both for internal AIUK events and external organisations.
2. To set up meeting rooms, check events supplies and turn on the AV and IT equipment ready for the day.
3. To prepare and clear away all refreshments, lay out and clear away lunch for every event.
4. To assist with catering requests and place orders with appropriate suppliers.
5. To order stock/materials for events purposes and keep up to date with purchase orders and invoices.
6. To assist with general administrative tasks including correspondence with clients/internal staff, using the booking and scheduling software, sending pre-event emails, compiling the monthly spreadsheet and door/reception/screen signage. They also will ensure reception is provided with up to date signage for each day's events.
7. To act as Duty Manager for weekend events, as directed by the HRAC Venue Events Manager/Producer. This will only be for certain repeat clients, who require minimal support.

8. To occasionally provide technical support for auditorium events; loading PowerPoints/videos, adjusting mics and being stationed at the AV desk for the duration.
9. To work with the team to develop and achieve Team objectives and plans.
10. To deliver all aspects of this job description in accordance with AIUK's Equal Opportunities Policy. To undertake any other relevant duties or projects delegated by the line manager that are in line with the responsibilities of the post.
11. To take responsibility for their own health, safety and welfare, comply with AIUK H&S policy and procedures, and not act in any way that compromises the safety of themselves, colleagues or the public.
12. To manage the health and safety of their volunteers, including conducting risk assessments as appropriate, and ensuring they have access to, and participate in, appropriate instruction, training and supervision.
13. To deliver all aspects of this job description in accordance with AIUK's Equal Opportunities Policy.
14. To ensure that office volunteers and/or activists and members contribute effectively to the work of AIUK, by establishing and maintaining appropriate working relationships.
15. To undertake any other relevant duties or projects delegated by the line manager, which are in line with the responsibilities of the post.

PERSON SPECIFICATION HRAC Events Coordinator	
CRITERIA	STANDARD
Essential	
Experience	Experience of dealing with external organisations and the public
	Experience of administration systems; including spreadsheets and databases
	Experience / knowledge of setting up and operating IT / AV equipment
	Experience of working in a catering/hospitality environment
Skills	Ability to use the Microsoft office suite of software
	Well organised, ability to take responsibility for own work; solutions focussed.
	Ability to work quickly and methodically when faced with time pressures
	Ability to communicate effectively at all levels of the organisation and externally, with a diverse range of people
	Flexibility, ability to move between tasks
	Accuracy and attention to detail
	Ability to work unsupervised and use initiative
	Problem solving and ability to react confidently to unplanned events and requests.

General	Ability to work as part of a team, including helping volunteers and temporary staff to learn
	Ability to lift / handle furniture and heavy items for preparation of conference rooms
	Be comfortable with multi-tasking and working quickly when preparing refreshments under time constraints
	Understanding of and sympathy with the aims and objectives of Amnesty International
	Able to work flexible hours depending on the bookings activity including weekends and evenings. (Out of hours work will be scheduled in advance)
	Commitment to Equal Opportunities
Desirable	
Experience	Experience of dealing with meetings and room setups
	Experience of working as part of an events team (Voluntarily or paid)
	Experience of making tea and coffee/ laying out catering for large events
Qualifications	Events qualification or equivalent
	BIIAB Level 2 award for personal licence holders
	Basic food hygiene
	First Aid at Work