



Job title: Educational Events Administrator (Core Topics)

Responsible for: No line management responsibility

Responsible to: Educational Events Manager

Key relationships: Educational Events Administrator, Educational Events Co-ordinators, Partnerships and Sponsorship Manager, E-education Manager, Head of Education and Events, Director of Education and Membership Services, Education Committee Chair, Specialist Societies, Board of Directors, external sponsors and suppliers.

Salary: £34,208

The Association of Anaesthetists is a membership organisation for Anaesthetists with almost 10,000 members. Our main aims are to advance and improve patient care and safety and to promote and support education and research in the field of anaesthesia. We represent, protect, support and advance the interests of our members.

Job Purpose:

To lead on the organisation of the [Core Topics programme](#), held physically in locations across the UK. The post holder must ensure the Core Topic event runs smoothly and efficiently within budgetary constraints whilst maintaining a high level of delegate satisfaction.

To provide efficient and comprehensive administrative support within the educational events team of the Association of Anaesthetists. Along with the Educational Events Administrator (Seminars) to be in charge of delegate management for the department and to be proficient on the Association CRM.

The role involves travel and overnight stays for approximately 12 Core Topic events per year, and additional conferences and meetings. Flexibility in working hours is essential and will include evenings, overnight stays, and occasional weekend work as required. Reasonable time off in lieu (TOIL) will be provided.

This role is based at our head office in 21 Portland Place, London. We offer a hybrid working arrangement with a minimum of 2 days in the office per week.

Key responsibilities:

General

1. To contribute to the educational objectives set out in the department and the 5 year strategy.



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2. To lead on, with guidance from the Educational Events Manager, all Core Topics programme activities to ensure KPIs are met. To also work on ad-hoc meetings and courses of similar size and complexity as and when needed.
3. To work with the board lead for Core Topics and the education committee to continually keep the Core Topics programme innovative and fresh, in terms of topics and format.
4. To be a proficient user of the CRM (Microsoft Dynamics) and be part of future proofing the CRM through testing further updates and engaging with the CRM department on further upgrades.
5. To be fully responsible for the end-to-end management and running of Core Topics and to help the Educational Event Administrator (Seminars) with seminar meetings.
6. To provide support in the running of the Association's webinar programme using Zoom Webinar.
7. To undertake all delegate correspondence, sharing responsibility to monitor and take ownership of the general events inbox. To deal with initial enquiries, to confirm bookings and to process cancellations and ensure queries are resolved prior to the meetings.
8. To be a point of contact for telephone and email enquiries pertaining to the Association meetings, courses, Core Topics and seminars. To proactively respond to all enquiries and ensure that they are dealt with in an efficient and timely manner.
9. To assist the Educational Events Co-ordinators with allocated components of the Conference project plan where assigned which may include but are not limited to: badging, accommodation, workshops, photography.

Core Topics Logistics

1. To lead on the Core Topics programme proactively ensuring set KPIs are achieved. This will be done by forward planning to ensure the Core Topics are booked in the calendar of events in a timely manner to ensure maximum lead times for marketing of the Core Topics programme. Avoiding where possible conflicts in the Core Topics programme with other Association events and other society/organisations events that may be in direct competition.
2. To be responsible for all organiser, speaker, and delegate management for Core Topics making sure all requirements are accurately recorded and that their needs are met before, during and after the event.
3. Communicate sponsorship and exhibition opportunities to the Partnerships and Sponsorships Manager. Act as the primary contact for exhibitors and sponsors post-onboarding, providing administrative support and ensuring clear communication, timely deliverables, and positive relationships throughout all event stages.



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4. Work with our e-education Manager in setting up and running webinars using Zoom.
5. To be responsible for on the day running of the Core Topics. This will include travelling to Core Topics across the UK and will require overnight stays.
6. Contract with venues for Core Topic events, ensuring they are within budget and have favourable terms. Work with the venues to coordinate requirements such as room setup, catering, and audiovisual needs.
7. To prepare delegate, speaker and exhibitor materials for meetings and Core Topics.
8. To ensure that all bookings are correctly processed via the Association CRM. To keep accurate records of booking numbers and patterns and to report progress to the team on a weekly basis.

Finance

1. To produce and maintain accurate financial records of bookings taken for meetings and Core Topics and to issue invoices and receipts where necessary.
2. To liaise with the finance department regarding registrations and to ensure resolution of financial queries.

Continual Improvement

1. To be responsible for post evaluation information for events detailing delegate statistics and feedback, making recommendations for improvement and to attend and give feedback on all aspects of event activities during weekly meetings.
2. To work with the events team to ensure the continual development and improvement of the educational programme, both through content and format of meetings, be it online, hybrid or in-person.
3. To ensure the smooth running of administrative systems throughout the team, maintaining an effective filing and archiving system and to develop procedures to accurately record information.
4. To be responsible for implementing quality assurance within the Association QA policy and procedures
5. To develop and maintain effective relationships with members, staff and external contacts.
6. To attend educational committee meetings as and when required, to produce reports relating to Core Topics/meetings to be submitted to the education committee.

Marketing

1. To proactively review and update the content of the events and Core Topics pages of the Association website on a daily basis (where necessary).



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2. Work closely with the Digital Communications team and Educational Events Manager to plan, develop, and execute promotional activities that enhance event visibility and boost registrations.
3. To assist with data collection for events and further analysis if required.

This job description is intended to reflect the main duties and responsibilities of the post and is not an exhaustive list of duties. The post holder may be required to undertake other duties which are commensurate with the role.

Person specification

Skills, knowledge and experience	
Essential	Desirable
Educated to degree standard or equivalent.	Experience of working within the membership or not-for-profit sectors.
1-2 years' experience of organising the logistics of events, delivering results on time and to budget.	Experience of using Microsoft Dynamics
Sound administrative skills and proven administration experience in a busy, customer-focused environment.	Experience of using marketing software platforms such as dotdigital
Experience of flexible working with ability to vary work patterns and prioritise tasks to meet the changing needs of the business as and when required.	Experience in running online events, using Zoom.
A very strong organiser, able to juggle multiple priorities, achieve tight deadlines and delegate clearly.	
Excellent oral and written communications skills with confidence to communicate clearly, concisely, effectively, with an excellent telephone manner.	
Excellent interpersonal skills and able to develop good relationships with colleagues at all levels.	
Demonstrates a positive 'can do' attitude.	
Resourceful, flexible, and creative, proven ability to solve problems and work well under pressure.	
A conscientious worker who applies attention to detail.	
Strong Computer and IT literacy skills in a Windows environment.	