

THE ACADEMY OF URBANISM

Job Title: Regions and Nations Network Coordinator
Reporting to: Director of Engagement
Place of work: Flexible

Overview of the Role:

To develop and maintain the Regions and Nation Network through growth in membership and activities throughout the UK, Ireland and further afield.

Key Responsibilities:

- To nurture and support the development of the Regions and Nations Network
- To nurture and develop the membership and activities
- To nurture relationships with other organisations for collaboration, memberships and/or sponsorships
- To build on the model in Scotland, adapting and transferring this to other AoU Regions and Nations

Core Tasks:

- Work with the Director of Engagement on development of the Regions and Nations network and its links elsewhere
- Encourage and maintain contact with the network of Convenors regarding their plans for upcoming activities
- Assist in planning and managing events, including online, hybrid and in-person as appropriate
- Assist members in establishing links and groups
- Engage with event attendees / interested parties about joining the AoU
- Assist with Comms and Marketing events and activities and putting information online

General Tasks:

- Day to day office administration, including typing letters, sending out information
- Dealing with enquiries and seeing them through
- Updating AoU databases and membership records, keeping records up to date and accurate
- Preparing reports for the Management Team and Board as required
- Maintaining a tidy efficient and organised working environment

Person Specification:

The appointed person should have the following skills and competences:

- Good written and spoken English (other languages helpful but not essential)
- Good interpersonal skills in person, online and on the telephone

- Good Microsoft Office skills and willingness to learn new software
- Ability to work unsupervised and to be self-motivating
- Ability to manage events and projects
- Ability to understand finance, use spreadsheets and analyse data
- An interest in urbanism and placemaking