

Job Title:	Programmes Coordinator
Reporting to:	Managing Director & Director of Engagement
Place of work:	Remotely, with regular attendance at the AoU Office (London EC1) for meetings and events
Salary range:	£26,000-£28,000 per annum

Overview of the role

To assist in the running of The Academy of Urbanism's (AoU) activities, with a specific emphasis on the Events and Marketing Working Group.

Key responsibilities

- To coordinate the Congress by liaising with the Congress Director and the local Congress Team.
- To coordinate the Urbanism Awards with regards to the process, programme, sponsorship, and ceremony.
- To support the events of the Young Urbanist Network.
- To assist the Director of Engagement in developing the Regions & Nations Network.
- To support with the administration of the Policy Working Group and the Events and Marketing Working Group.
- To assist the Managing Director in the running of the organisation.

Core tasks

- To contribute to planning, managing and marketing of the Academy's events and activities.
- To assist in producing relevant publicity and promotional material, including social media campaigns, email campaigns and newsletters.
- To follow-up with event attendees regarding membership.
- To assist the development of the Regions and Nations Network, including planning meetings and liaising with members.
- To attend our events and conferences in the UK, Ireland and sometimes in wider-Europe to ensure they run smoothly.
- To coordinate the sourcing of venues, catering contractors, AV specialists and other

suppliers.

- To take meeting minutes at quarterly Board meetings and Working Group meetings.

Other tasks

- To offer administrative support, processing and mailing out books and literature, producing mail merges and mail shots.
- To cover the telephone and deal with enquiries where possible, taking and following up messages.
- To cover the Academy's info@ and aou@ email address and deal with the queries.
- To support event administration including website and other media maintenance and development; venue hire, guest lists, table plans, producing delegate packs and papers, organising AV and other equipment hire.

Person Specification

Essential

- Experience in working on events and all that they entail.
- Experience in project management and the ability to work to deadlines.
- An ability to manage and prioritise a varied workload.
- Conscientious and organised, with a can-do attitude and able to deal with a range of people.
- Proficient in using Microsoft Office.
- Ability to take accurate meeting notes and to report back on meeting content.
- Willing to undertake some travel and to stay away for a few days at a time with prior arrangement.
- Willing to work within a small team and set up.

Desirable

- Ability to write well for a variety of purposes, publicity materials for events, activities and event reviews.

<https://www.theaou.org/articles/job-opportunity-programmes-coordinator>