

JOB DESCRIPTION

PURPOSE

The Conference Co-ordinator assists the Conference Centre Manager in the running of the Conference Office and the administration of conferences and functions.

MANAGEMENT

The Conference Co-ordinator is responsible to the General Secretary under the line management of the Conference Centre Manager.

LOCATION

The Conference Co-ordinator is based in the Conference Centre at NASUWT Headquarters, Hillscourt Education Centre, Rose Hill, Rednal, Lickey, Birmingham B45 8RS.

RESPONSIBILITIES OF ALL POSTS

All post holders must undertake their responsibilities in such a way as to:

- promote the NASUWT's organising agenda;
- recruit and retain members of the NASUWT;
- promote the NASUWT and its policies;
- promote equality of opportunity.

PRINCIPAL RESPONSIBILITIES

1. To undertake tasks relevant to the provision of administrative/clerical services to support the Conference Centre Manager including:
 - responding to enquiries for literature, sending out appropriate information and following up these leads as required;
 - process bedroom accommodation bookings and handling bookings for meetings and functions taking place at the Centre including the processing of conference bookings on the Rezlynx PMS Diary System;
 - corresponding with conference/function organisers in the run up to events;
 - assisting in the organisation of exhibitions;
 - producing accurate weekly function sheets for all teams within the relevant timescales;
 - holding weekly function sheet meetings with Heads of Teams;
 - holding meetings and showing clients and potential clients around the Centre;
 - monitoring the availability of audio-visual equipment and ensuring requirements not met in-house are obtained through hire companies;

- to assist the Conference Centre Manager with any Sales & Marketing initiatives (including telesales);
 - providing Reception cover if required.
2. To work in co-operation with the staff of other Headquarters teams and Centres on projects and initiatives with shared interest.
 3. To undertake any other reasonable duties requested by the General Secretary.