

THE ACADEMY OF URBANISM

Job Title	Programmes Coordinator
Position reporting to	Director of Operations and the Board of Directors
Place of work	AoU Offices, London EC1 or off site as required and agreed

Overview of the role

To assist the Director of Operations in running of the organisation with a specific emphasis on major events and activities, i.e. the Congress and the Urbanism Awards and the Young Urbanist Network. There are two parts to the role in that there are inward and outward facing activities to be performed.

Key responsibilities

- To coordinate the Congress by liaising with the Congress Director and the Curator (outward).
- To coordinate the Urbanism Awards with regards to the process, programme and ceremony (outward).
- To support the growth and development of the Young Urbanist Network (outward).
- To assist the Director of Operations in support of the day-to-day running of the organisation (inward).

Core Tasks

- To contribute to the planning, managing and marketing of the Academy's major events and activities
- To coordinate the sourcing of venues, catering contractors, AV specialists and other suppliers
- To coordinate the logistics, timetabling and running orders
- To coordinate the ticketing, bookings, literature and materials
- To work with the Director and Manager of Communications to produce relevant publicity and promotional material
- To work with the AoU team, by coordinating the internal elements that go into producing excellent well managed events and activities
- To assist the Director of Operations in managing the company including on finance, human resources, premises, systems, health and safety aspects
- To assist in preparing reports for the Board of Directors
- To assist in maintaining an organised, well run office environment
- To represent and be an ambassador for The Academy of Urbanism

Person Specification for Programme Coordinators Role

The Programme Coordinator will need to be able to manage a high workload with constraints on time and budget. Successful candidates for this post will therefore, ideally, possess the following qualities:

Essential

- Experience in working on large scale events and all that they entail
- Experience in project management and the ability to work to deadlines
- An ability to manage a varied workload
- Able to prioritise
- Initiative and independence to carry out a plan of work with minimal supervision
- Conscientious, organised and a lateral thinker, with a can do attitude, who is self
- Motivating and willing to get stuck in and give things a go
- Confident and experienced to deal with a range of people in different situations
- Proficient in using Microsoft Office, with a particular emphasis on excel
- Good financial and accounting skills to keep track of budgets and spending
- Ability to take good and 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 and be able to take on multiple tasks as per the Academy business needs

Desirable

- Ability to write well for a variety of purposes, publicity materials for events, activities and event reviews
- Ability to take photographs to record activities and events
- Ability to use a Mac, although training can be provided.

Starting date: Jan 2019 (earlier if possible)

To apply

Please send a CV and covering letter to job@academyofurbanism.org.uk. The deadline for applications is Monday 26 November at 12-noon GMT. Interviews will take place on 5 and 6 December 2018 with final interviews on 12 December.

Contact details

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