



### **Events Administrator (Full-time)**

**Vacancy:** Events Administrator (Full-time)

**Vacancy Type:** Temporary to Permanent

**Reporting to:** Events Manager

**Functional Area:** Office administration and organisation

**Location:** LEAF, Stoneleigh Park, Warwickshire, CV8 2LG

**Role Overview:** We are looking for an Events Administrator to join a small friendly team based at the LEAF Office, Stoneleigh Park. You will be required to assist in administering a wide range of interesting events and activities which are held throughout the year, including Open Farm Sunday, the LEAF Demonstration Farms and other LEAF events.

We are looking for a good communicator with a pleasant telephone manner, enthusiasm and good computer and secretarial skills. An interest in agriculture and the environment would be helpful.

**Role Purpose:**

- To support the LEAF office in events and activities administration
- To support the LEAF Events Manager and IFM Development Co-ordinator in administration
- To be committed to the core objectives of LEAF and involved in their delivery

**Responsibilities :**

- Handling events enquiries by telephone, website, letter and email, keeping good records
- Supporting the LEAF Events Manager and the IFM Development Co-ordinator in general administration including the preparation of papers and resources

- Maintaining the Open Farm Sunday and LEAF website, to ensure that events and activities are up to date
- Ordering of Open Farm Sunday and other key event resources
- Use of LEAF on-line database
- Inputting data and general computer administration (including the use of Word, Excel and the LEAF bespoke computer administrative programme)
- Booking of shows; rooms; travel arrangements; venues for meetings; organising catering arrangements
- Maintenance of press files
- Any other tasks and responsibilities as required
- To work closely and liaise with all LEAF Staff

**Requirements:**

Required Knowledge & Experience:

- Good secretarial and administration skills
- Computer literacy across Microsoft Office
- Good record keeping and organisational skills
- Excellent telephone manner

Personal & Professional Capabilities:

- Proactive and self managing
- Attention to detail
- Ability to work both independently and in teams
- Planning and organisation skills
- Excellent communication skills, both written and spoken
- Excellent interpersonal skills

**Salary :**

The salary is £10,000 - £16,000, with a favourable benefits package.

- Hours are 35 per week Monday to Friday, with occasional weekend work and overnight stays.
- The role is office based at the LEAF Office, Stoneleigh Park in Warwickshire.
- Occasional travel to London or across the UK may be required.

[www.leafuk.org](http://www.leafuk.org)