

All Wales People First Job Description

Title: Events and Engagement Assistant

Grade/Salary: NJC Scale SCP 13, £26,873 FTE

Hours: 3 days per week (22.5 hrs) to include Mondays and Tuesdays, some overnight stays and unsociable hours

Accountable to: The Member Engagement Manager

Location: The role will require travelling to and working from locations across Wales. For most of the time the post holder will be expected to work from home.

Aim: To ensure members of All Wales People First can access and engage at both internal and external events.

Main Duties

1. Member Engagement

- 1.1 Support members of All Wales People First at meetings and events.
- 1.2 Support members of All Wales People First to travel to meetings and events.
- 1.3 To prepare members to represent All Wales People First at meetings and events.
- 1.4 Minute taking for various meetings.

2. Events

- 2.1 Finding, getting quotes and booking venues for member meetings and events.
- 2.2 Researching travel options and informing members.
- 2.3 Supporting members to complete expense claims.
- 2.4 Booking train/travel tickets for members.

- 2.5 Booking hotels for members attending meetings and events.
- 2.6 Assist with the organisation of AWPf annual festival, AdFest, to make sure it is accessible to members.
- 2.7 Assist the AWPf staff team to deliver AdFest through member and administrative support.
- 2.8 Assist with organising Annual General Meetings and Extraordinary General Meetings.

3. Information

- 3.1 Producing Easy Read documents for the purpose of information, consultation and member engagement.
- 3.2 Assist in the distribution of National Council papers to members.
- 3.3 Assist in running exhibition/information stalls on behalf of All Wales People First at events if required.

4. Other

This job description is an outline of the main duties. The job description will be reviewed from time to time to take into account any changes or needs within All Wales People First.

The post-holder will be included in discussion about any changes to their job description.

The post-holder will be expected to carry out other duties from time to time as required.

Supervision

All staff are required to attend regular supervision meetings to ensure that All Wales People First can fulfil their employment duties and to ensure staff are supported with their professional development.

It is the responsibility of the post-holder to ensure compliance with this requirement.

Health and Safety Requirements

All staff have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. Employees are required to report any hazardous situations or defective equipment supplied by All Wales People First to the Chief Executive.

Flexibility Statement

The content of this job description represents an outline of the post and is therefore not a precise catalogue of duties and responsibilities. The job description is therefore intended to be flexible and is subject to review and amendment considering changing circumstances, following consultation with the post holder.

Additional Information

As the public face of All Wales People First the Chief Executive will represent men and women with learning disabilities across Wales. Because of this, the Chief Executive is a person who has experience of using learning disability services.

You will be provided with home office equipment such as a desk, chair, computer, printer and mobile phone.

You will also be paid £26.00 per month home office allowance.

Hours can be worked flexibly, in line with our organisation's flexible working policy.

Statement of conduct

All Wales People First staff members are expected to always behave in a dignified and professional manner.

Confidentiality

All employees of All Wales People First are required to maintain the confidentiality of information contained within our database and any other sensitive or personal information, held by All Wales People First, especially with regards to our membership.