

Job Description: Projects and Events Administrator



Post Title:	Projects & Events Administrator
Salary:	£20,000 - £24,000 pro rata
Hours:	30 hours per week (flexible working)
Start-Date:	February/March 2018
Location:	Baltic House, Mount Stuart Square, Cardiff Bay CF10 5FH
Line-Management:	Marketing Manager

Cynnal Cymru - Sustain Wales is the national charity for sustainable development in Wales, based in Cardiff Bay. We are a membership organisation and work closely with our members to deliver projects and run campaigns with the aim of making a more sustainable, low carbon society.

We provide secretariat support to clients, we organise large and small events and manage a low-carbon summer school for 30-40 Chinese students every summer. We are also the Accrediting Body for the Living Wage in Wales and work with a number of our members on the resilient community agenda.

Job Purpose

Cynnal Cymru requires a dynamic and flexible skilled Projects and Events Administrator to join our small team to run a number of activities, and deliver a secretariat function.

This is a key post to ensure the delivery of a varied programme of projects and events support for Cynnal Cymru. Priorities also include managing the administration of the Living Wage in Wales work and to plan and manage the two-week summer school in August.

This post will also provide administrative and secretariat support for the Board and Director. Cynnal Cymru is a bilingual organisation and an ability to communicate through the medium of Welsh as well as English is essential.

The Projects & Events Administrator will work under the guidance and supervision of the Marketing Manager. We are looking for a candidate who has excellent organisational and writing skills, digital literacy, who takes initiative and has experience in office support and project roles.

Responsibilities

- Support and deliver Cynnal Cymru campaigns, events and projects.
- Organise and deliver events and conferences for Cynnal Cymru and clients.
- Organise and deliver a summer school programme for international students in August.
- Deliver the Living Wage in Wales engagement and administration tasks.
- Take minutes and provide secretarial support to various projects and groups.
- Provide office administration and project support for the Cynnal Cymru Board and the Director.
- Co-ordinate and respond to all enquiries from staff, customers, members, stakeholders and the media.
- Support the marketing manager with marketing and communications activities.
- Support the team with funding applications.
- Support the organisation of the Company AGM and board elections.

This is a flexible role but full-time commitment is expected for the two-week summer school (early August) and for some events.

Person Specification

Essential

- Excellent organisational abilities
- Experience of planning and running projects and events
- Good knowledge of Microsoft Office including Word, PowerPoint, Excel
- Experience of using Salesforce or similar CRM packages
- Experience of minute taking
- Excellent telephone, written and verbal communications skills
- Welsh language (good level of verbal and written skills)
- A self-starter who is able to work on their own initiative
- Able to work well independently and as part of a small team
- Strong inter-personal skills with an ability to network effectively
- Ability to manage workload and hit deadlines

Desirable

- Undergraduate degree
- Experience of using social media/digital platforms
- Knowledge and background in sustainability
- Experience in updating website content, digital newsletters and online booking tools
- Experience of working with and overseeing different stakeholder groups

Deadline for applications: 15 January 2018 (6pm)

Interview: 18 January 2018

**For more information please contact Lynsey Jackson, Marketing Manager,
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