

## Job Description

### Job Overview

<b>Job Title:</b>	Professional Development and Events Coordinator
<b>Reports to:</b>	Director of Learning and Professional Development
<b>Job Location:</b>	AGBIS Head Office, Welwyn, Hertfordshire (Hybrid may be available)
<b>Job type and hours:</b>	Permanent, 35 hours per week
<b>Salary:</b>	£30,000 - £35,000 (dependent on experience)
<b>Benefits:</b>	30 days annual leave and access to pension scheme with AGBIS employer contribution of 10% of salary

### The Role:

Applications are sought for the position of Professional Development and Events Coordinator at AGBIS. The position is intended as a full-time post for 35 hours per week with some flexibility for hybrid working (minimum of two days per week in the Welwyn office). The specific working pattern will be agreed with the successful candidate.

This is a key role supporting the delivery of the AGBIS professional development and events programme. To be successful in this role, you will need strong organisational skills, ideally supported by proven programme or events experience. You must be professionally presented with excellent communication skills.

The postholder will be required to attend all AGBIS events, which can be held anywhere in the UK. Therefore, a willingness to travel and flexibility of occasional overnight stays is essential.

### Application process:

If you want to discuss the role before submitting an application please contact Ginny Parkes, Director of Learning and Professional Development on: [lpd@agbis.org.uk](mailto:lpd@agbis.org.uk).

Completed applications are to be submitted by email to Rachel Cooke, Director of Operations at: [ops@agbis.org.uk](mailto:ops@agbis.org.uk) consisting of:

1. A covering letter/supporting statement (maximum of 1000 words) outlining how you meet the ten core skills and competence listed in the person specification, with examples relating to your proven experience.
2. An up-to-date CV, including salary levels, plus the names and contact details of two professional referees (all referees will need to be current or former line managers).

**Closing date:** Monday 7 July 2025

**Interview date:** Friday 11 July 2025 (to be held in Hertfordshire or London)

## Roles and Responsibilities

### Events Coordination:

- Setting, communicating and maintaining project timelines and priorities
- Delivering events on time, within budget, that meet or exceed members' expectations
- Ensuring end-to-end management of webinars and seminar events, including preparation, delivery support, and post-event follow-up
- On-the-day management of seminars and conferences, resolving any problems that might occur
- Analysing the success of each event and preparing reports for the Director of Learning and Professional Development
- Developing contacts to secure appropriate and good-value venue hire
- Liaising with external suppliers including venues, caterers, exhibitors, speakers etc.
- Working with the senior team in securing sponsorship and exhibitors for conferences, events and training programme
- Working with the Director of Learning and Professional Development to organise and deliver joint events (with other associations/organisations)
- Updating website content for the Conference and AGM, seminars, regional events, bespoke training and strategy days.
- Managing invitations and bookings for all events and training
- Setting up and running webinars on the Zoom platform and the AGBIS website
- Ensuring joining instructions for webinars and seminars are emailed and queries dealt with in a timely manner.

### Professional Development Support:

- Supporting the Director of Learning and Professional Development with the setup and roll-out of new and existing learning programmes
- Providing diary management support to the Director of Learning and Professional Development
- Coordinating bespoke training expressions of interest and bookings
- Supporting the formatting and designing of training presentations as required
- Supporting members to access and use the eLearning platform and materials
- Assisting with the creation and population of eLearning content on the new learning platform
- Analysing the success of training activities and preparing reports for the Director of Learning and Professional Development

### General:

Work with the wider AGBIS team to support the smooth running of the AGBIS office and service to members, including:

- Supporting Members with ad hoc queries as needed via telephone and email
- Contribute to AGBIS projects as directed by the Chief Executive, Director of Learning and Professional Development and Director of Operations as required

## Person Specification

### Knowledge and experience

<i>Essential</i>	<i>Desirable</i>
<ul style="list-style-type: none"> <li>• Relevant experience in programme coordination, events management and/or in a position with relevant transferable skills</li> <li>• Experience of developing and managing external partnerships in the delivery of projects</li> <li>• Demonstrable experience of managing online/in-person events and/or training sessions from conception to evaluation, including online delivery</li> <li>• Ability to respond effectively to user/member enquiries and provide technical or navigational support.</li> </ul>	<ul style="list-style-type: none"> <li>• Events or project management related qualification</li> <li>• Familiarity with using customer relationships management systems (CRMs) and/or membership databases</li> <li>• Familiarity with using website content management systems (CMS)</li> <li>• Experience negotiating/securing sponsorship from companies or fundraising from donors</li> <li>• Experience working within a membership organisation or the wider third/voluntary/charitable sector</li> <li>• An understanding of the UK independent schools' sector</li> <li>• Experience in planning and delivering webinars, online training or hybrid events from start to finish.</li> <li>• Confidence in supporting or managing digital learning environments (e.g. eLearning platforms, content upload, learner access).</li> <li>• Copywriting/content creation</li> </ul>

### Core skills and competence

<i>Essential</i>
<ul style="list-style-type: none"> <li>• Excellent communication skills</li> <li>• Expert user of MS Office applications (e.g. Word, Excel and PowerPoint) and Teams/Zoom</li> <li>• Confident and capable of learning new platforms and tools to support the creation and delivery of online learning.</li> <li>• Excellent organisational skills, together with the ability to work in a busy environment and to meet deadlines</li> <li>• Discreet and enthusiastic; able to work on own initiative, as well as the ability to get on well with people</li> <li>• A strong collaborative and professional approach with the ability quickly to build and maintain strong working relationships.</li> <li>• Ability to ensure that the multiple colleagues and stakeholders involved in an event are kept informed and engaged in the development, delivery and review of an event</li> <li>• Strong interpersonal skills including networking and the ability to liaise at a senior level</li> <li>• Demonstrable experience in providing outstanding membership support/customer service</li> <li>• Strong attention to detail in planning, coordinating and following up on training programmes and events.</li> <li>• Ability to manage multiple tasks and priorities, particularly in coordinating hybrid or digital-first programmes.</li> </ul>