



Recruitment pack



Loyalty & Trust
Professionalism
Dignity & Respect
Ownership & Accountability

www.ciarb.org



CI Arb is a registered Charity in
England and Wales, No: 803725

Job description

Job Title: Events Assistant

Date: October 2021

Reporting to: Events Planner

Location: London – hybrid working post-pandemic

Overview

CIArb is passionate about promoting a harmonious society, helping people and organisations avoid, manage and resolve conflict through our global network of over 18,000 members. We are the leading global professional membership organisation representing the interests of alternative dispute practitioners worldwide. As a not-for-profit, UK registered charity, CIArb works in the public interest through an international network of 41 branches.

Job Overview:

The Events Assistant will be working with the Events Planner and wider Communications Team to deliver the CIArb's events offer. The main responsibility will be to coordinate and execute the CIArb webinars and other online events. In addition to that the role will include supporting the Events Planner with day to day activities

Key Responsibilities:

- Coordinating CIArb's webinar series, which will include setting up the webinar and registration on Zoom, coordinating the preparation and promotion of the webinar, working with webinar chairs and speakers, delivering the webinar in the day, and creating post-webinar reports
- Supporting CIArb's departments with running online courses and seminars
- Coordinating the calendar of online events
- Managing CIArb's Zoom webinar account
- Supporting the Events Planner with day to day activities of event planning

Requirements:

Essential:

- Basic knowledge of webinar logistics
- Basic knowledge of Zoom platform (Meetings and Webinars)
- Excellent writing and communication skills
- Confident use of Microsoft Office (Word, PowerPoint and Excel)
- Excellent interpersonal skills
- Excellent organizational skills and strong attention to detail
- Adept at proactive planning and forward thinking
- Ability to prioritise and manage multiple tasks concurrently
- Willingness to be flexible with working hours

Desirable:

- Direct experience with delivering webinars and/or online events
- Direct experience with customer service
- Direct experience with event management and production
- Knowledge of video conferencing software, virtual events platforms
- Marketing and promotional skills
- Basic graphic design
- Basic video editing

Summary terms and conditions

Contract: Permanent , Full-Time (35 hours per week)

Salary: £22,000 per annum

Annual leave: 25 days holidays per annum plus UK bank holidays

Pension: Generous Pension Scheme (from day one of joining CI Arb)

Healthcare: Company scheme subject to terms and conditions.

Life assurance: Company life assurance scheme.

Other Benefits:

- Season ticket loan
- Cycle to work scheme
- Perkbox (employee money saving platform)
- Flexible working hours
- EAP (Employee Assistance Program)
- Social events e.g. Christmas party, summer party, International day, Charity events
- 1 a day (Fruit in the office)

Location: CI Arb Head Office, 12 Bloomsbury Square, London, WC1A 2LP

Notes: **We are keen to encourage applicants from all identities and walks of life.**

Apply: To apply for this job opportunity, please click on [APPLY HERE](#)

Closing date: ~~10 November 2021~~ 8th December 2021