

JOB DESCRIPTION

Vacancy reference:	SRF27969
Post Title:	Assistant to the Secretary General of the Association of the European Schools of Planning
Grade:	4
School/Department:	Real Estate and Planning
Reports to:	The Secretary General of the Association of European Schools of Planning
Responsible for:	None

Purpose

This is a fixed-term post to assist the Secretary General of the Association of European Schools of Planning (AESOP), who will be based at the University of Reading for the period 2019-2023. The Assistant will work with the Secretary General to develop, manage and co-ordinate financial and operational strategies and procedures for AESOP.

Main duties and responsibilities

- Assist in the AESOP membership management (update member information, draft correspondence with members, etc) ;
- Assist in the daily management of the AESOP database and webpage as Assistant Administrator (validating new users, announcements uploads, update information, etc);
- Assist in preparing all AESOP documents and maintain its archive (minutes, resolutions, certificates, etc);
- Assist in managing the daily correspondence to the General Secretariat (emails, letters, certificates, newsletters, etc);
- Assist members and users in using their AESOP profile;
- Organise the Executive Committee Members official meetings (booking hotels, venues, restaurants, etc);
- Assist in managing the financial budget and expenses of the General Secretariat (keeping records, archiving proofs, etc);
- Assist in the organisation of all the Executive Committee (currently three times a year) and Council of Representatives meetings (currently two times a year) and the General Assembly of AESOP (one a year, often coordinating with the Local Organising Committees hosting the AESOP annual congress) - this particular task requires an availability to travel, at least 3 times a year;

Supervision received

This post holder will report to Secretary General of the Association of European Schools of Planning. There will be general guidance available from the post holder and there will be detailed guidance available from the current post holders on how to use the software that AESOP currently uses

Supervision given

The post holder will not be required to supervise another post.

Contact

There will be regular contact with the Secretary General of the Association of European Schools of Planning.

The post holder will also need to liaise frequently with:

Other members of the Executive Committee of AESOP

The Country Representatives from each member country.

The Local Organising Committee of the AESOP annual Congresses each year, which will be Universities in and around Europe.

Members of AESOP

Terms and conditions

This is a part-time position. 20 hours of work in a week is expected.

Travel at least 3 times a year, to the locations of the meetings of the Executive Committee, Country Representatives and the General Assembly, scheduled in various European locations will be necessary. During travel weekend work may be required.

The start date for this job is the 1st of August, 2019 and the period of appointment will be until 31st July, 2023. However, travel to the AESOP conference in Venice (from July 9th – 13th) and participation therein will be required prior to the start date of this job. All expenses incurred for travel will be paid for.

This document outlines the duties required for the time being of the post to indicate the level of responsibility. It is not a comprehensive or exhaustive list and the line manager may vary duties from time to time which do not change the general character of the job or the level of responsibility entailed.

Date assessed: 13th March 2019

PERSON SPECIFICATION

Job Title	School/Department
Assistant to the Secretary General of the Association of the European Schools of Planning	Real Estate and Planning

Criteria	Essential	Desirable
Skills Required	<ul style="list-style-type: none"> • Written and oral communication skills. • Skills in preparing power point presentations. • Accuracy and attention to detail • Receive and respond to enquiries in a timely and effective manner • Adapt standard letterheads and templates. • Ability to plan and prioritise day to day work at the Secretariat within competing deadlines. • Filing and archiving. • Plan and organizing logistics for meetings and events with minimum supervision. • Monitor budgets to ensure resources are available at the Secretariat. 	<ul style="list-style-type: none"> • PA support to SG.
Attainment	<ul style="list-style-type: none"> • Graduate in any discipline. 	<ul style="list-style-type: none"> • Post graduate • Relevant vocational qualification
Knowledge	<ul style="list-style-type: none"> • Knowledge of Word, Excel and PowerPoint. • Familiarity with modern office management systems including online processes and web based systems. 	
Relevant Experience	<ul style="list-style-type: none"> • Proven experience in an administrative role • Working with minimal supervision. • Managing a website • Taking minutes of meetings. • Collating data or information for reports or other outputs, • Resolving issues and queries independently and providing 	

	advice to a range of stakeholders <ul style="list-style-type: none">• Writing reports	
Disposition	<ul style="list-style-type: none">• Team worker• Enthusiasm to learn new skills• Willingness to travel	

Completed by: Angelique Chettiparambil Rajan	Date: 13/03/2019
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