

JOB DESCRIPTION

Job title:	Events Organiser – temporary (six months)
Reporting to:	Senior Events and Marketing Officer
Job purpose:	To organise and administrate a number of APIL training events as designated by the Events and Marketing Officer, with special responsibility for meeting prescribed targets
Responsibilities	
1.	To arrange and coordinate APIL’s training events, with responsibility for all pre- and post-administration and organisation on the day
2.	To travel to and attend training events which include overnight stays on a regular basis with an average minimum of one/two nights a week during busy months
3.	To host particular speakers at dinner on the evening prior to each event
4.	To source venues in accordance with budgets and in conjunction with the training schedule, making decisions on designated courses in conjunction with other organisers
5.	To assist with updating the venue section of the intranet with speaker, delegate and staff experiences
6.	To prepare training materials, in liaison with speakers and printers
7.	To prepare and regularly update budgets for each event
8.	To monitor the numbers of delegates attending each event and trigger/prepare additional marketing as necessary
9.	To analyse evaluation forms after each event and ensure that all comments and queries are addressed
10.	To undertake any other duties deemed necessary for the post