

Marketing & Events Assistant

Marketing & Communications Team

Location: Flexible / Homeworking

About Scottish Autism

Scottish Autism seeks to promote and provide care, education, support and opportunities for people with autism of all ages throughout Scotland. We work tirelessly to create a world where autistic people are understood and enabled to lead meaningful, fulfilling and happy lives as valued members of the community.

A key expectation of everyone who works for Scottish Autism is that they live and breathe our values; Collaboration, Change Makers, Compassion and Contribution. Our values come into play throughout everything we do at work – how we work together, and how we deliver services to the people we support and to the people we work alongside.

The Role:

This role reports to the Events Manager and the External Learning and Consultancy Lead. They will support the Events Manager with the successful planning and delivery of an annual calendar of Marketing Team events, including conferences, seminars and exhibitions. They will also support the External Learning and Consultancy team with planning and delivery of training and consultancy events.

Key tasks & Responsibilities:

- First point of contact for all event or training and consultancy enquiries (by phone, email and letter).
- Manage and process all event bookings
- Support with the implementation and co-ordination of all events mailings, pulling data from the CRM database.
- Provide support with pre-event and post-event organisation, administration and management
- Support with the delivery of online events ensuring all events are set-up as required.
- Responsible for keeping all event contacts up-to-date on the CRM Database.
- Responsible for post-event feedback from delegates, including issuing feedback questionnaires and analysing responses.
- Responsible for events data management including data input, amendments, running reports and creating data queries as necessary on the CRM database and Excel.
- Provide general financial administration support, including processing credit card payments, requesting invoices, raising purchase orders and chasing outstanding invoices.
- Provide general administrative support to the Events Manager and External Learning and Consultancy Lead, including organising meetings, making travel

and accommodation arrangements as required as well as liaising with speakers and suppliers.

- Support with creating content for electronic communications to new and existing audiences.
- Provide events marketing support that will include digital and print initiatives.
- Actively participate in coaching and the review process, to identify your individualised learning pathway, through a process of exploration and reflective practice.
- Other duties and tasks as may be required by the Events Manager or External Learning and Consultancy Lead.

Skills and Attributes

- Commitment to and demonstration of our organisational values
- Excellent communication skills – written and verbal
- Excellent IT skills – proficient in the use of Microsoft Office
- Ability to prioritise and manage time and workloads effectively and work under pressure and meet deadlines
- Works collaboratively with the team and others
- Flexibility

Knowledge and Experience

- Experience of managing events
- Project management experience