



Here at Education Transformations we are looking for a Conference Administrator to join our team!

The key functions of the Conference Administrator are to:

- Assist in the presentation of information about the conference and its distribution.
- Report to the Director with regard to promotion and development on different areas of the conference as it progresses;
- assemble the information and implement the strategies to ensure the smooth running of the conference;
- Liaise with Education Transformations suppliers and partners when required.
- Provide support to the Local and National Committees for the International Transforming Education Conference 2011

Ideally you will have:

A background Administration

Experience with conference organisation

Be competent in word, excel, publisher and power point.



Education Transformations

Conference Administration

The Conference Administrator's key responsibility is to assist the Executive Director in all aspects of organising the conference.

Key functions

The Conference Administrator is accountable to the Executive Director of *Education Transformations* and is required to:

- Assist in the presentation of information about the conference and its distribution.
- Report to the Director with regard to promotion and development on different areas of the conference as it progresses;
- assemble the information and implement the strategies to ensure the smooth running of the conference;
- Liaise with Education Transformations suppliers and partners when required.
- Provide support to the Local and National Committees for the International Transforming Education Conference 2011

Responsibilities and Duties

Reports To: Director, Education Transformations

Liases With: Executive Director and of Education Transformations
Administrative officer of Education Transformations
Suppliers
Presenters
Delegates
Volunteers
The Local and National Committee members

In meeting these key responsibilities the conference organiser is specifically required to do the following with respect to:

1 Liaison

Maintain, supervise and grow relationships with the public, government departments, partner organisations and communities including:

- Keep up-to-date records of all contact details in the Education Transformations database.
- Keep records of meetings, with their agendas, discussions and outcomes reporting back to the Director of Education Transformations.
- Attend local conference committee meetings and national committee meetings when required.

2 Promotions

- Clearly present, internally and externally the nature and importance of the conference.
- Increase awareness of this organisation by positive means and in keeping with its values and vision.
- Prepare a monthly newsletter on the current activities in conjunction with the local conference committee.
- Develop display materials and presentation materials.

3 Web site maintenance

- Keep the conference website up to date with weekly news postings and regular revisions.

- Maintain excellent presentation.

4 Communication

- Internal and external.
- Ensure there is clear communication with the Administrative Officer and the Director.
- Maintain relationships with partners, providers and suppliers.
- Mutual support role with Administrative Officer.

5 General

- Involvement in organisation of meetings, symposia and conferences as required.
- Overseeing the organisation of schedules and procedures as needed.
- Any other duties agreed, from time to time, in writing between you and the Director.

If you are interested in this role please contact:

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