



EXECUTIVE OFFICER – Maternity cover

PERIOD OF EMPLOYMENT: 10-12 months starting in March 2017 (to cover maternity leave).

HOURS OF WORK: Your standard working week will be 20 hours between Monday and Friday (the equivalent of 2.5 days per week), not including lunch breaks.

PLACE OF WORK: Based in the University of Bristol

SALARY: £25,000 - £30,000 pro rata, dependent on experience

REPORTING TO: The Chief Executive and the President of the BNA

INTERNAL LIAISON: The BNA Trustees, Council and Committee; BNA members; website developer; BNA accountant; placement students and/or interns.

EXTERNAL LIAISON: BNA service suppliers such as designers and printers, AV and catering for meetings; exhibitors and advertisers; charities and professional organisations; commercial companies.

BACKGROUND

The British Neuroscience Association (BNA) is both a professional society and a charity whose objective is, “*To preserve and protect health and advance public education in neurosciences related to health and disease*”. With around 1750 members at all stages of their careers, it is the largest UK organisation representing all areas of neuroscience. The BNA is going through a period of development with many projects underway. See www.bna.org.uk.

This role provides an exciting opportunity to work in the charity sector and help support research into the brain and nervous system.

THE ROLE

The role of the Executive Officer is to provide administrative support to the BNA. The BNA is governed by the BNA Trustees and managed by the Chief Executive, assisted by the Executive Officer.

The work is varied, as described below, and brings you into contact with a range of people from printers to neuroscientists. Much of the work will help drive and support fundraising initiatives. You will often be the first point of contact with the Association, and therefore play a key part in carrying out the BNA’s role as ‘*The Voice of British Neuroscience Today*’.

REQUIREMENTS/PERSON SPECIFICATION

The Executive Officer needs to be committed to the role and to helping the BNA to grow. This will require you to be efficient, conscientious and highly-organised, so that you can provide the support needed to ensure smooth-running of the Association. You need to be able to prioritise, and to be able to identify tasks that need doing and complete them using your own initiative.

You must be competent in Microsoft Office Suite, web-based content management systems, online tools such as MailChimp, and social media platforms. Familiarity with website management is an advantage.

You need to have excellent written English and communication skills, and good numeracy skills in order, for instance, to keep records for accounting purposes.

You should be capable and friendly when answering enquiries, as you will often be the first point of contact for the BNA.

Familiarity with the world of academic research, neuroscience, and/or charities is advantageous but not essential.

DUTIES

Examples of the duties you will carry out:

- **Routine administration:** Respond to incoming emails and telephone calls; field enquiries as appropriate. Handle administration in relation to applications and deadlines for e.g. bursaries, elections, travel expense claims, funding applications.
- **Membership management:** Manage and update the membership database (hosted online), respond to all member enquiries, resolve any payment issues etc.
- **Coordinate BNA Council and Committee meetings (four per year):** Source venue, organise AV and catering, record lists of attendants; create and manage agendas and supporting documents and circulate to Council and Committee members in advance. Attend and take minutes at meetings. You will be required to give a short report on office and membership activities.
- **Invoicing and finance:** Liaise with external accountant to raise invoices and purchase orders, process incoming invoices, and maintain records. Manage payments through online platforms (WorldPay and GoCardless).
- **Event management:** Work with the CE and/or other organisations to co-ordinate events; produce event information and online registration for the BNA website; handle practical arrangements e.g. venue, AV, catering, registration, badges; produce printed flyers and programmes; joining instructions, travel and hotel accommodation for speakers; generate sponsorship; manage exhibition arrangements including technical manual; attend the meeting and provide onsite support.
- **Website management:** Post news items, jobs, and events; keep information and content of the website current and updated at all times; design and publish web banners from BNA and outside sources.
- **Social media:** Update social media channels; explore other social media opportunities.
- **Produce and send the monthly membership email update, the 'E-bulletin'** in collaboration with the BNA CE.
- **Marketing:** Run campaigns to generate awareness of BNA and its activities and various ongoing projects; handle marketing merchandise such as pens and posters.
- **Exhibitions:** work with the CE handle all practical arrangements to include booking, packing and transport of exhibition trunk to required venue, setting up the display, manning the booth throughout the meeting, setting down the display.
- **Identify and manage advertisers:** Primarily for the BNA Bulletin, the BNA's printed newsletter.
- **Assist with distribution of the BNA Bulletin:** Liaise with the Editor and the Chief Executive over the content; manage the database of recipients; liaise with printer to arrange delivery. Manage mailing database.
- **Fundraising:** assist with fundraising initiatives.
- **Local Group Representative (LGR) liaison:** the BNA has 37 Local Groups throughout the UK, each headed by an LGR. You will work with LGR Co-ordinator to provide information for LGR newsletter; provide statistics on members in local groups; help to organise LGR Forum; handle administration of LGR funding requests etc.
- **Federation of European Neuroscience Societies (FENS):** respond to incoming expressions of interest to join the BNA via the FENS web platform. Update the BNA/FENS database as and when required. Liaise with FENS contacts to disseminate important information.

The BNA welcomes applications from talented individuals from diverse backgrounds, in line with its policy on Equality and Diversity: see www.bna.org.uk/about/policies/#equality-and-diversity-policy.