

**Role:** Events Officer

**Responsible to:** Head of Events

**Salary:** £21,338 per annum plus 6% employer pension contribution. The post is fixed term until 31 March 2020.

**Hours:** Normally8.30 – 4.30 Monday to Thursday and 8.30 – 3.30 on Friday. Travel throughout Scotland and the UK will be required, including occasional overnight stays.

**Based:** Pentagon Centre, 36 Washington Street, Glasgow, G3 8AZ

**About Money Advice Scotland**

Money Advice Scotland is Scotland’s Money Charity.

Our mission is to be the driving force towards financial wellbeing for the people of Scotland.

**Our strategic objectives**

1. Lead the delivery of money advice training and education in Scotland
2. Improve the financial health and wellbeing of the people of Scotland
3. Influence social and public policy in Scotland
4. Advance the availability of digital services and products

You can read our strategy [here](https://www.moneyadvicescotland.org.uk/sites/default/files/MAS%20Strategy%202018%20-%202023.pdf)

**Our core values**

Open – we are accountable and inclusive

Progressive – we are advocates for social change

Passionate – we care about what we do

Effective – we make an impact

**Role profile**

Reporting directly to the Head of Events, we are seeking an individual with excellent administrative, organisational and communication skills.

Whilst this role is predominantly office based, there may be occasional travel with overnight stay requirements.

**Job description and key responsibilities**

* Support the events team, and the Money Advice Consultants
* Reception/front of house duties
* Process on-line training application forms
* Input and update the Wiseradviser website
* Prepare training packs for courses and seminars
* Follow up calls with advisers regarding post course evaluation
* Training room set up – preparations and clearing of rooms, and catering
* Providing hospitality to customers
* General admin support tasks including minute taking, main contact for printer/photocopier, picking up and posting mail, ordering stationary, organising secondary storage
* Call handling and signposting when required

**Person specification**

* Good team player with a positive attitude
* Ability to prioritise, plan and co-ordinate workloads to deadlines
* Ability to work on own initiative when required, and as a team member
* Ability to deal with customer enquiries effectively, in writing and on telephone
* Ability to draft information/reports/materials in a concise and professional manner
* Ability to use Microsoft Office packages in a confident manner

**Application process and interview information**

The Money Advice Scotland application form must be completed. CVs will not be considered.

Applications should be emailed to: jobs@moneyadvicescotland.org.uk

Or marked “Private” and posted to Michael Donnelly, Head of Events, Money Advice Scotland, Suite 410, Pentagon Centre, 36 Washington Street, Glasgow, G3 8AZ

Closing date for applications: 19 February 2019