# The Alliance for Inclusive Education (ALLFIE)

# Job Description

**Events and Administration Co-Lead**

**Report to:** Operations and Digital Lead

**Salary:** £31,364 per year pro rata

**Hours:** 14 hours per week

**Contract length:** Permanent

**Annual Leave:** 25 days per year plus bank holidays pro rata

**Location:** Hybrid

**Background**

The Alliance for Inclusive Education (ALLFIE) has led the lobby for change in inclusive education for over 30 years, serving as the only national Disabled people’s campaigning organisation working on this issue.

ALLFIE’s vision is to create an inclusive society by ensuring inclusive education within mainstream settings for ALL Disabled people. We campaign for ‘a world where inclusive education is a right, not a struggle,’ and for Disabled pupils and students to be fully included in mainstream education, training, and apprenticeships, with **all** necessary support. We also create the [resources](https://www.allfie.org.uk/resources/) that people and organisations need to advocate/campaign for inclusive education, training, and apprenticeships and to develop good inclusive practice.

**Purpose of the role**

The Events and Administrator Co-Lead will manage our events and provide administrative support efficiently and effectively across the organisation to support the delivery of ALLFIE’s infrastructure programme on our inclusive education campaign work.

**Key responsibilities**

1. **Event Coordination and membership management**

* Provide event administrative support across the team.
* Manage ALLFIE’s event calendar, booking system and work with colleague to ensure smooth running of events.
* Provide support for event evaluation post-events.
* Ensure all facilities are put in place in good time e.g. setting up meeting online, booking accessible venues, equipment and catering.
* Ensure all events meet access requirements of participants such as BSL interpreters.
* Maintain ALLFIE’s membership database.
* Work with Project Leads and Communications team to promote accessible event promotional materials website and social media.
* Ensure all communication and data processing complies with GDPR policies.
* You will have the opportunity to use project management, digital and administrative skills.
* You will have the opportunity to use or learn project management, digital and administrative skills to.

1. **Administration and monitoring**

* Respond to requests for information internally or externally.
* Monitor and respond ALLFIE’s general mailbox and forward to relevant colleagues and responding to enquires.
* Coordinate weekly staff updates.
* Maintain effective systems, ensuring consistency with ALLFIE’s operational requirements and policies.
* Ensure that files are maintained within an agreed system.
* Provide event reports and updates to Project Leads
* Work with Operations and Digital Lead to improve and introduce new systems.

1. **General responsibilities**

* Ensure that all work is fully accessible, inclusive and responsive to the needs of different groups of Disabled people.
* Ensure that the organisation’s policies and procedures are adhered to, including ALLFIE’s Equality of Opportunity and safeguarding policy.
* Work within the spirit of ALLFIE’s approaches to the social model of disability, intersectionality, lived experience, UNCRPD (on inclusive education), and ALLFIE’s principles.
* Carry out tasks to agreed workplan.
* Take notes at team meetings and share with staff
* Contribute at team meetings, to ALLFIE’s newsletter and website content.
* Attend internal meetings and trainings including team meetings, Away Days, Supervision, Appraisals and AGMs

**PERSON SPECIFICATION**

**Essential criteria**

Knowledge, Experience and Skills

The successful candidate will have a positive approach to understanding and working within a small Disabled People’s Organisation. You will demonstrate knowledge, experience, and skills in the following areas:

* Lived experience as a Disabled person.
* A strong personal commitment and a genuine respect to work within the spirit of the social model of disability, intersectionality and ALLFIE’s principles.
* Demonstrate a track record in planning, setting up and managing accessible events and booking access requirements.
* Administrative experience
* Experience of up-to-date tools for events and effective use of them.
* Good team working, collaboration and problem-solving skills.
* Experience of working with a range of individuals, including parents, education professionals and activists.
* Working in an accessible and dynamic way with diverse groups.
* A good knowledge of inclusive participation practice.
* Experience of creating evaluation surveys and reporting.
* A good knowledge of inclusive participation practice.
* Monitor outcomes and continuous performance improvement.
* Excellent IT skills including Microsoft Office, databases, websites and social media.
* The ability to produce clear and precise written material.

Aptitudes / Personal qualities

* Understand and demonstrate a commitment to promote social justice, equity and inclusion.
* Work independently and within a team to effectively deliver work programmes and other areas of ALLFIE’s work.
* Self-motivating, organised, take initiative and work to deadlines.
* A ‘people person’, who can demonstrate strong interpersonal skills.
* Attention to detail and excellent organisational skills.
* Curious and always wanting to learn, with a commitment to personal and professional training and development.
* Excellent communications skills

Other requirements

* Willingness to travel in and outside London and work occasional evenings / weekends.
* Responsible for own learning, ability to share good practice and experience with and learn from others.

**Desirable criteria**

* Knowledge of Disabled People's Movement.