



Jesuit Refugee Service

Volunteer Job Description:

CONFERENCE ADMINISTRATOR

Number of people require for this position: 1

This may include one or more of the following

- Organising venues
- Contacting speakers
- Checking needs of speakers/workshop leaders (OHPs, flip charts, other audio-visual equipment)
- Putting together publicity leaflets/booking forms
- Administering bookings (sending out registration packs)
- Registering people on the day
- Organising refreshments
- Keeping basic financial records for the events (

Person specification

Essential:

- Sympathy with the aims and objectives of JRS UK as expressed in the mission statement and values statement.
- Good interpersonal skills
- Good communication skills, including good written and spoken English
- Minimum 4 months commitment, occasionally 1 day a week

Desirable:

- Knowledge of other cultures and/or languages.
- An ability to relate to people of diverse languages, cultures, and religions
- Some previous experience of working in an NGO setting.