

February 2019

The BEARR Trust: Information and Administration Officer Job Description

Office and information management, administering the BEARR office and BEARR events, working closely with the Trustees responsible; and liaising with the Small Grants Officer.

Information and emailing

- Responding to telephone and electronic enquiries.
- Maintaining the office computer in good order.
- Backing up data and ensuring compliance with data protection legislation.
- Classifying and storing information, ensuring the information is safe and easily accessible.
- Updating databases and mailing-lists.
- Electronic and postal mailing of newsletters twice yearly.
- Emailing conference and lecture invitations and booking forms.
- Booking room and preparing papers for bi-monthly Trustees' meetings.
- Providing a desk share calendar for trustees and volunteers.
- Updating the BEARR website with the responsible Trustees.

Accounts

- Collecting invoices, dealing with purchases and expenses.
- Writing invoices and banking cheques, keeping electronic and hard copies of transactions, working closely with the Trustee responsible for finance and with the Hon. Treasurer.

Annual Conference

- Responsible for conference logistics: booking event space and sound system, ordering lunch, purchasing stationery and other supplies, making travel, visa and accommodation arrangements for overseas speakers.
- Helping the responsible Trustee to collect speakers' biographies and presentations.
- Taking bookings (Eventbrite and direct) from conference participants and answering queries.
- Promoting the conference on social media, promoting the conference to universities, partner NGOs etc.
- Assisting Trustees to arrange volunteers to help with the conference.
- Preparing papers for the conference pack, including speaker biographies, and nametags.
- Designing conference handouts (programme, fact sheet) and general conference slide and session slides.
- Keeping careful account of the event finances.
- Preparing a spreadsheet for the Treasurer with details of reimbursements needed to be made; collecting receipts in advance from speakers where possible.
- Setting up the room the day before the conference and morning of the event (installation of sound equipment, catering); overseeing registration and arrival of speakers and guests.
- Arranging photos for report.

Annual Lecture

- Promoting Annual Lecture through social media and email campaigns.

- Receiving bookings and payments and compiling guest list.
- Responding to queries from the speaker and guests.
- Preparing handouts (Newsletter, leaflets, fact sheets).
- Arranging photos for report.

Social Media

- Running Facebook and Twitter accounts, promoting events, responding to queries, posting updates from SGS grantees (liaising with the Small Grants Officer – see below); sharing relevant news from partners and from the region.

Fundraising

- Researching potential funders and drafting applications to them, working with Trustees.
- Managing online donation pages for general funding campaigns.

For information: The BEARR Trust Small Grants Scheme.

The BEARR Trust Small Grants Scheme is administered by the Small Grants Officer, with whom the Information and Administration Officer liaises as necessary. The Small Grants Officer generally works from home and carries out the following tasks:

- Promotes call for applications on social media and various websites.
- Emails announcement to all contacts on the database (twice).
- Responds to queries from applicants; receives and acknowledges applications.
- Compiles spreadsheet with short information about each application; uploads all applications to a shared file to enable remote access by trustees.
- Prepares statistics of applications received (per country, per section, etc).
- Compiles shortlist and prepares summary document for the Trustees meeting.
- Informs successful and unsuccessful applicants (individual emails).
- Drafts grant letters for signature by grantees; collects bank details and liaises with the Trustee responsible for grant payments.
- Keeps in touch with all grantees and answers their queries / chases reports.