**Property Bar Association**

**Administrator – Job Description**

**February 2022**

**Overview**

Provision of administrative services to an association comprising some 500 Barristers specialising in property law, including:

* Providing support to the Chair, Vice-Chair, Secretary and Committee.
* Organising and minuting committee meetings.
* Organising around 6-8 seminars and lectures a year and an annual half-day conference including email advertising, reminders and booking of venues;
* Organising of 4 or 5 social events a year;
* Managing the membership database and subscription renewals;
* Managing the website
* Book-keeping
* Managing the Zoom account for meetings/webinars.

Largely flexible working, but will include attendance at some afternoon and evening events and the requirement to respond reasonably promptly to enquiries by email and occasionally by telephone.

Requirements: good computer literacy, record keeping skills, organisational ability, book-keeping proficiency and integrity.

**Detailed Job Specification**

**Summary**

The job of the Property Bar Administrator is to facilitate the work of the Association in promoting the interests of the Property Bar, in particular by providing administrative support to the Chairman, Secretary, Treasurer and Committee.

It is thought that the work would occupy about 1.5 days per week averaged out over the year. Winter months tend to be the busiest, with an hiatus in the summer. Although working hours are predominantly flexible, attendance at late afternoon and early evening meetings and events is occasionally necessary, and prompt handling of communications is required. As such, ready access to a reliable, high speed internet service is essential.

The engagement is on a self-employed contract basis, remuneration being based on actual hours worked.

**Qualities Required**

* Able to manage own time and work without supervision. Take initiative, drive projects forward and be self-motivated.
* Computer literate to include good skills in MS Office. The ability to administer and update the website and create, maintain and use databases.
* Numerate, to include the ability to bookkeep and produce and use spreadsheets
* Good at organising, and organising others and keeping records
* Good at dealing with people: association members, venue managers, caterers and guest speakers.

**Tasks**

**Committee Work**

* Arranging the annual calendar of Committee meeting dates each November/December for the forthcoming year.
* Assisting in the arranging and notification of committee meetings (sending out calendar invitations), including compiling the agenda by getting input from committee members and getting it approved by the Committee Secretary and Chair before circulating it to all members of the Committee.
* Organising, sending out notices, booking facilities for and attending the AGM (normally held during the annual conference), and EGMS and organising any necessary elections.
* Attendance at committee meetings, 9 per year, either in person at the Inns or by Zoom – if by zoom, then hosting the zoom meeting.
* Taking minutes of the meeting, getting the minutes approved by the chair of the meeting and circulating to members of the committee
* Issuing action plans and reminders.
* Supporting Committee members as required.

**Seminars**

Assisting with the organisation of around 4 seminars and 3 or 4 Junior events each year, including:

* Producing draft annual seminar programme in conjunction with the seminar committee
* Booking venues and facilities: Audio visual facilities, powerpoints, refreshments etc, liaising with venue on numbers and refreshments and AV requirements
* Managing Zoom webinars, liaising with speakers and relevant committee members, facilitating practice session and hosting meeting.
* Checking progress on planned seminars/webinars
* Providing support to invited speakers
* Publicising webinars, seminars and events to members as appropriate, including ordering and disseminating invitations by emails
* Compiling attendance lists
* Producing name badges if required
* Attending seminars, managing registration desk, room set up, refreshments
* Posting written materials on the website
* Managing recordings – edit and upload to vimeo and to the PBA website

**Conference**

* Booking and dealing with the venue, all necessary catering arrangements, audio visual requirements including for hybrid attendance.
* Supporting the sub-committee in planning the conference, eg finding dates and organising sub-committee zoom meetings.
* Preparing supporting paperwork, notes for workshop leaders, flyer and programme.
* Posting details on website and sending flyer out to members and chambers.
* Setting up online payment process – noting when the early bird booking period is over and changing the price on the website for both booking and marketing purposes.
* Sending out reminders to book the conference
* Dealing with online and email bookings
* Monitoring the size of workshops to ensure none are oversubscribed.
* Creating necessary zoom accounts, using colleagues in chambers where necessary.
* Collating conference and all workshop papers.
* Preparing digital conference packs for each delegate with the correct workshop links (for online attendees) and papers and send out by email.
* Creating name badges for in person delegates.
* Attending conference, managing registration desk and audio visual requirements ensuring all sessions and workshops run as smoothly as possible.
* Booking refreshments/reception if required after the conference.

**Social Events**

In collaboration with appointed committee members

* Researching and identifying appropriate venues
* Booking venues and catering
* Liaising with venue staff and caterers
* Arranging distribution of invitations
* Collating rsvps and numbers/registration lists
* Publicising events on the website
* Attending events and assisting with smooth running
* Arranging the settlement of the invoice
* Creating name badges if required
* Maintaining a list of VIPs with input from the Committee
* For the Annual Dinner, issuing invoices for tickets, managing the seating plan and printing, place cards and special dietary requirements.
* Assisting with organisation of Chair and Academics dinner. Doing doodle polls, collating potential guest lists, researching venues and collating rsvps.

**Essay Competition**

* Planning of annual task list with relevant committee members.
* Liaising with committee members ensuring sponsors on board each year and prizes agreed.
* Collating all information required to produce advertising (prize-giving location, up to date rules, prizes and sponsor logos)
* Preparation of posters and flyers. Managing advertising to universities and institutions and liaising with academic members
* Organising physical mail out of posters to universities
* Posting question on correct date on the website
* Assisting with the identification of markers
* Logging and acknowledging applications.
* Anonymising essays and distributing to markers with marking sheet, rules and a reminder of the question.
* Liaising with winners, arranging payment of prizes and invitation to prize-giving.
* Prepare notes for prize-giving

**Membership**

* Keeping the membership database
* Managing the annual PBA membership renewals and subscription payments (October/November). Liaising with those chambers that pay by block payment by sending them a list of current members in October to be amended.
* Tracking members who pay by standing order on 1 October, updating their membership record and sending them a receipt.
* Sending all other members not accounted for above, an invoice for their subscriptions.
* Tracking payments and chasing non-payers.
* Dealing with applications to join the PBA in collaboration with the membership secretary. Once approved, send an invoice with an explanation by email to the applicant. Once paid, set up the membership account.
* Deal with membership queries and raise any issues with the membership secretary if necessary.
* Liaise with the Treasurer in respect of any unpaid subscriptions.
* Maintain records of honorary academic members.

**Communications**

* Maintaining iContact account for email outs and newsletters
* Collating information for newsletters which go out as and when required (every couple of weeks). Liaise with relevant committee members on content and then send out to members.

**Financial**

* Managing PBA bank account, including mandates where necessary. Reconcile quarterly accounts with the Xero accounting software, this involves, identifying each transaction, allocating it to the correct budget heading and uploading the relevant invoice. Ensuring bank feed working to Xero, accounting software and fixing when not working.
* Reconciling Stripe payments made via the PBA website to Xero and adjusting for Stripe payment fee.
* Producing a draft budget annually, with the Treasurer and actual vs budget documents as required.
* Producing VAT invoices for all income, subscriptions or event payments.
* Managing invoices payable, setting payments up on online banking, filing invoices and sending email request to signatories to approve payments via online banking. Tracking those payments
* Liaising with the accountant on the production of the annual report and accounts.
* Organising insurance renewal annually.

**Consultation Papers**

* Liaising with the law reform committee to file and post responses on the PBA website

**Website**

* Overseeing the administration and maintenance of the website. Liaising with website hosts/maintenance company.
* Manage renewal of the domain name contract
* Updating the website regularly
  + Ensuring seminar papers and videos are posted on the website
  + Posting advertisements for future events and forthcoming consultations on the website

**General**

* Managing enquiries to the PBA website and forward to relevant committee member.
* Responding to enquiries in a timely fashion.
* Filing paperwork.
* Organising the production of marketing material, liaising with designer and printer where necessary
* Liaising with Administrators of other Bar and Solicitors Associations, in particular on joint events.
* Maintaining stocks of name badge stationery
* Organising thank you gifts for speakers and helpers at seminars and the annual conference. Either gifts of wine or organising donations as requested.
* Creating surveys and feedback forms on SurveyMonkey as required and circulate to members.
* Dealing with ad hoc issues as required, eg GDPR.
* Researching issues as required, eg how best to manage a hybrid event and costs involved.
* Managing of Zoom meetings and account – including breakout rooms where necessary.
* Annually check silks list for PBA members.
* Liaise with the President’s Clerk to ensure they are aware of all the events we would like the President to attend if possible.
* Liaise with ChBA Administrator to keep track of event dates, in an effort not to clash.