

JOB DESCRIPTION

| | |
|------------------------------|--|
| Title: | EAA Administration and Public Engagement Coordinator |
| Salary: | Salary £23,000 FTE 0.3 |
| Contract: | Permanent Contract (subject to 3 month probationary period) |
| Responsible to: | EAA President and Council |
| Hours: | 12 hours per week* |
| Location: | EAA Office (within RIAS HQ), 15 Rutland Sq, Edinburgh, EH1 2BE. Remote working possible, except the second Tuesday of every month, 6-7.30pm in person at Rutland Square. |
| Commencement of post: | December 2023 |

The Edinburgh Architectural Association SCIO (EAA) is a charitable body and Chapter of the Royal Incorporation of Architects in Scotland, representing and supporting over 1200 Chartered Architect and student members across Edinburgh, the Lothians, parts of Fife and the Scottish Borders.

We are looking for an experienced administrator to support the day to day running of the organisation with focus on the delivery of our Annual Awards and CPD/Events programme.

Key tasks

Administration

- Formally hold the role of Honorary Secretary
- Liaising with Honorary Treasurer on cash flow and expenditure, ensuring prompt payment of all invoices relating to Awards, events and day to day running of the charity
- Supporting Working Groups to achieve their objectives
- Taking minutes at, and issuing papers in support of, monthly meetings of EAA Council
- Organising and supporting Annual Members Meeting and any required Special Members Meetings
- Arranging annual Trustee Elections as per the EAA Constitution
- Keeping necessary records on Trustees as per OSCR guidance
- Keeping accurate financial records and working with accountants on production of Annual Accounts
- Submission of finalised accounts to OSCR
- Co-ordinating Council Member attendance at Edinburgh Urban Design Panel
- Liaising with RIAS on Membership matters
- Working with RIAS and other Chapters in relation to RIAS activities
- Manage appropriate IT access to EAA files and documents
- Liaise with IT backup provider in the event of file recovery
- Manage user IDs and Passwords to online EAA accounts and subscriptions
- Managing correspondence including e-mails and telephone enquiries
- Working with Honorary Librarian to maintain the EAA library

Awards & Events Delivery

- Co-ordination and delivery of the annual Awards and events programme
- Establishing yearly Awards timeline
- Working with Council to approve annual updates to awards categories and guidelines

- Sourcing Corporate Sponsorship and management of relationships with Sponsors
- Managing submissions process, including setting up the submission platform, and answering all submission queries
- Collating submissions for distribution to Judges for shortlisting
- Liaising with Judges, Practices and Building users to arrange Judges site visits
- Co-ordinating production of site video tours with videographer
- Organisation and delivery of Awards Ceremony and associated exhibition(s)
- Booking venue, catering, refreshments, photographer for Awards Ceremony and any relevant events.
- Assisting with organising the annual programme of lectures and events in collaboration with the Events Working Group
- Setting up and managing online booking system including dealing with customer queries
- Booking venues / scheduling ZOOM events
- Co-ordinate production and distribution of Medals and certificates for Award winners

Communications

- Liaising with members of council on communications strategy
- Co-ordinating the production of graphics and marketing collateral for use across our platforms
- Using our website, Social Media channels and newsletter to publicise the Awards, events and EAA/ partner activities
- Writing and distributing Press Releases
- Producing the Awards Presentation Powerpoint
- Promoting events through the EAA Newsletter, website and social media

The EAA would expect the post holder to demonstrate the following:

Essential criteria:

Excellent organisational skills and attention to detail

Skills in graphical design and communication

Experience of Microsoft Office/SquareSpace (essential)

Constant Contact / Eventbrite / Airtable (desirable)

Experience of delivering Events

The ability to work both remotely on own initiative and as part of a team

High standard of written and spoken English

To apply please complete the application form ([link](#)) and attach an up to date CV.

Closing date 12 noon – 20th November

If you have any queries please forward them to admin@eaa.org.uk

***Working Hours**

The workload varies throughout the year. To accommodate this fluctuation, the working hours for this post are annualised, with the salary paid equally across the twelve months. The exact working pattern will be discussed at interview stage. Please note the EAA monthly meeting takes place in the evening, the second Tuesday of every month, at Rutland Square. Other meetings are coordinated to suit individuals availability and preference. For more information on Edinburgh Architectural Association please visit eaa.org.uk