



Administrator – Membership & Events

Job Title:	Membership & Events Administrator
Reports to:	Head of Commerce & Operations
Location:	IAPS Headquarters based at Bishop's House, Artemis Drive, Tachbrook Park, Warwick, CV34 6UD. Hybrid working pattern to be agreed.
Salary:	£24,500-£26,000 per annum, depending on experience.
Working Hours:	Full-time, 35 hours per week. Part-time arrangements would be considered for the right candidate.

IAPS have an exciting opportunity available for a highly organised and eager individual to join our team as a Membership & Events Administrator on a full-time, permanent basis. You will dive into a fast-paced role providing crucial organisational support across the Association. Both prospective and current members will benefit from your effectiveness in delivering with key membership tasks and new projects. You will also be supporting the events team with the administration of its programme of exhibitions and working with sector-leading companies to provide further opportunities for our members to engage with them. With this being a newly created post, you have the ability to grow with the role and play a part in the development of important aspects of our service to members.

You will either be currently working in an administrative role and looking for a new challenge working across multiple teams, or you are looking to gain additional experience and are ambitious to find an employer who sees your potential and will invest in your training. You will either have some administrative and/or events experience or alternatively be someone with a strong attention to detail, possess great planning, organisational and time management skills with a desire to be part of an exciting, fast-paced and customer focused environment. If you see yourself described above, please consider applying.

It's common for candidates to rule themselves out of applying if they don't perfectly match a role's criteria – we're more interested in potential than a perfect match of skills or experience and know that the right attitude trumps both.

About IAPS

IAPS is the Association for world-class prep and junior Headteachers. We work to support our members in their efforts to lead excellent schools and deliver the highest standards of education and care to their pupils.

We offer a professional working environment with a positive 'team' ethos and atmosphere, as well as an attractive pension scheme and annual leave entitlement. We are open to discussing flexible working arrangements with the successful candidate.



What benefits we offer

IAPS offers a competitive benefits package including 25 days of annual leave, 13% of salary to the pension scheme, access to a health cashback plan, free parking, the Cycle to Work scheme and professional development opportunities.

Key Responsibilities

- Provide administrative support to the Membership Officer including ensuring all new/ applicant Heads are supported through the application process, managing the general enquiries coming in regarding membership, supporting the efficient organisation and running of committee meetings and supporting where required.
- Provide administrative support to the Commercial Lead organising and delivering exhibitions including setting events up on our booking system, managing design process of marketing material and managing the general inbox enquiries.

Knowledge, Skills and Experience Required

- Excellent organisational skills and attention to detail, with a commitment to excellence.
- Excellent time management with a clarity of thinking that allows a focus on the most important task, insight, or action.
- Strong written and verbal communication skills, with the ability to understand and explain complex ideas.
- Ability to manage competing priorities to demanding timescales.
- Ability to learn new skills quickly.
- Proficiency with the Microsoft Office suite.
- Experience of handling data and using data systems is desirable.
- A 'service mindset' prompting the constant question 'How can I better serve members, my team and the organisation?' and leading to exemplary effort and reflective personal development.
- The ability to work as part of a fast-paced, high-performing team whilst being comfortable working without direction and using own initiative to problem-solve.

How to apply

If you feel you have the skills and experience to be our Membership & Events Administrator, please submit your CV and a covering letter (no more than 2 A4 pages) outlining your suitability and interest in the position as well as what you will bring to the team and Association via email to jt@iaps.uk

If you have any queries about the role and/ or the application process please contact James Taylor, Head of Commerce & Operations, on jt@iaps.uk

IAPS is committed to promoting equality of opportunity and wishes to encourage applications from individuals from a diversity of backgrounds. IAPS will ensure that all applicants receive equal consideration irrespective of age, disability, gender reassignment, marital status, pregnancy or maternity, race, religion or belief, sex or sexual orientation.



Please note that we may begin reviewing applications and scheduling interviews in early January and reserve the right to close this vacancy early if we receive a high volume of strong applications. We therefore encourage early submission.

No agencies please.

Interview information

Interviews are expected to take place in January. Interview dates will be confirmed following the application deadline (or earlier, where candidates are invited to interview before the closing date).

Candidates shortlisted for interview will receive full details in advance, including interview format, timings and any tasks required.

If you require any reasonable adjustments to take part in the interview process, please let us know when accepting your interview invitation.

Due to the anticipated number of applications, we are only able to provide feedback to candidates who reach the interview stage. If you do not hear from us within two weeks of the closing date, please assume that on this occasion your application has not been successful.

Please note that applicants must have the right to work in the UK. Proof of eligibility to work will be required before employment is confirmed.

Data protection statement

Any personal data submitted as part of your application will be stored securely and used solely for the purposes of the recruitment process. If appointed, your data will be retained for the duration of your employment and in line with statutory retention periods thereafter. IAPS will process your data in accordance with data protection legislation and our organisational privacy policy.