

Labour Party Job Description

Job Title: Exhibitions Administrator

Responsible to: Head of Exhibitions

Location: Hybrid and London Office based

Key Purpose: The postholder will be responsible for providing administrative and event support to the Exhibitions sales force team in the planning and delivery of Annual and Regional Conferences.

Specific Responsibilities

1. Support the business development of the exhibition sales with effective administration .
2. Providing admin support for exhibition sales from marketing through to post event evaluation for annual and regional conferences.
3. Providing accurate database data entry, spreadsheet data and filing systems for client applications to support cultivation of client prospects .
4. Assisting with all areas of conference planning including booking travel and accommodation .
5. Processing conference passes for exhibition clients and suppliers.
6. Supporting all stakeholders with incoming and outgoing communications, both written and verbal providing timely and effective levels of customer service.
7. Providing financial administration to the exhibitions team including processing payments, raising purchase orders and invoices.
8. Assist with collation of copy from clients for Conference guides, collaborating with internal stakeholders to meet copy and accuracy deadlines.
9. Attend Annual and regional conferences as required by Head of exhibitions.
10. To carry out any other reasonable task as directed by the Head of Exhibitions.

Labour Party Person Specification

Values

- A commitment to the Labour Party's codes of conduct, mission and values, as set out in its constitutional documents.
- Strong personal commitment to equality, diversity, and inclusion.
- Highly collaborative behaviour, able to build strong working relationships internally and externally in a complex stakeholder environment.
- Ability to work consistently to high professional standards including to accuracy, honesty, quality, and evidence.
- Commitment to a positive learning culture of feedback and continuous improvement.
- Creative and open to new ways of working including digital transformation, participatory methods and co-creation of solutions with those most affected.

Experience

- Experience of working on a large project or event delivery
- Administration experience in a busy and fast paced environment
- Previous customer service
- Sales experience is desirable

Knowledge

- Knowledge of the Labour Party and general political awareness
- Understanding of Event planning
- Understanding of customer service

Skills and Abilities

- Excellent administration skills.
- Excellent customer service skills
- Written and verbal communication skills
- Ability to show an attention to detail
- Ability to work effectively both independently and as part of a team

This role is an opportunity for a highly motivated individual to develop events and sales experience and requires attendance at our Annual Conference over a 5-10 day period in September and occasional weekend working at regional events.