

### **IATEFL ESOLSIG Events Manager**

Responsibilities of the role include:

- Plan, organise and deliver events (online and face-to-face)
- Approach possible partner organisations to collaborate on events, including securing venues.
- Help with advertising events via social media and emails to members
- For online events ensure that Zoom links are shared with the presenters and Head Office is kept well informed of dates, presenters and information
- Assist in creating the budget (with support from and liaising with the SIG Treasurer) that is sent to Head Office and await approval before proceeding with the rest of the event
- Coordinate any volunteers required for an event
- Communicate with event attendees, presenters, SIG committee members, and site hosts (if applicable) via IATEFL Head Office
- Assuming that the budget allows, order food and beverages for onsite events

An ideal candidate for the position would have:

- excellent organisational skills
- experience with organising events
- excellent team player skills
- be able to physically help run and attend the events
- excellent Microsoft Word, Excel & PowerPoint skills

### **IATEFL ESOLSIG Treasurer/Sponsorship coordinator**

The SIG treasurer, in consultation with the SIG Coordinator and members of the SIG committee, is responsible for submitting to the IATEFL Head Office the SIG Annual budget and PCE budget and, if relevant, any other SIG event budgets throughout the year.

The templates are uploaded to the Google Drive each June and should be returned, completed, to [sig@iatefl.org](mailto:sig@iatefl.org) by 31 July each year. The IATEFL financial year runs from 1 Sept – 31 Aug.

Responsibilities of the role include:

- Collaborating with committee members, SIG Coordinator and IATEFL Head Office to put together the annual budget.
- Submitting the budget to IATEFL Head Office by 31 July for approval.
- Answering IATEFL Head Office questions prior to the budget being approved.
- Looking after and managing the SIG's finances.
- Helping prepare conference and event budgets.
- Consulting events coordinators on specific financial questions throughout the event process.
- Following up and advising committee members / PCE speakers on the process for submitting expense claims to IATEFL Head Office
- Presenting the previous year's year-end figures to members at the SIG Open Forum, during the SIG Showcase at the IATEFL Annual Conference.
- Actively find and secure sponsorship for events and scholarship informing Head Office of the need to invoice the company concerned

An ideal candidate for the position would have:

- A familiarity with Excel
- Experience in preparing a budget
- Excellent written communication skills
- Excellent team player skills