



Online Resources Coordinator

The Role

Our online resources coordinator will manage and maintain ASA's online resources to ensure they are up to date and relevant. This vacancy is open to officers whose local authority is a member of ASA.

The Duties

- Website management and maintenance (including updating of events, news, case studies etc.)
- Administration of ASA's Knowledge Hub forum
- Development and maintenance of a social media presence for ASA
- Collaborative working with other executive members for innovation and new technologies

The Person should:

- Have some experience of managing and updating websites or web pages
- Be able to regularly update our social media pages with relevant and interesting posts
- Have ideas of how to increase our online presence
- Be able to administer our online technical forum to ensure questions are directed to the most appropriate executive officer
- Be able to attend regular online committee meetings

Closing date: 20 November 2022 at 11pm

Please contact admin@suds-authority.org.uk to apply





Conference and AGM Coordinator

The Role

Our conference and AGM coordinator will take the lead in organising our annual conference and AGM. This vacancy is open to officers whose local authority is a member of ASA.

The Duties

- Coordinating all aspects of conference organisation including dates, venue, catering, site visits, agenda, speakers, travel information etc.
- Work with the sponsorship coordinator to secure sponsors from a range of organisations
- Coordinating all aspects of AGM organisation including dates, sourcing online platform, agenda, speakers and voting procedures

The Person should:

- Have some experience of event management, ideally on a large scale
- Be confident to engage with venues, suppliers and sponsors
- Be well organised and able to bring a wide range of organisations together to deliver a successful event
- Have ideas of ways in which the conference can continually be improved to encourage and increase attendance nationally
- Be able to attend regular online committee meetings

Closing date: 20 November 2022 at 11pm

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