

UKLA

JOB DESCRIPTION

UKLA ADMIN AND AWARDS SECRETARY

The United Kingdom Literacy Association (UKLA) Admin and Awards Secretary is expected to be flexible, reliable and proactive. She or he will have a pleasant and helpful manner as well as good interpersonal, administrative, communication and IT skills. The role requires someone who works well under pressure while also paying due attention to detail and upholding the values of the Association. The UKLA Admin and Awards Secretary will liaise with the UKLA General Manager to ensure all data is handled appropriately in accordance with GDPR. Further details of UKLA are on the website.

ADMIN

Under the supervision of the UKLA General Manager, the Admin and Awards Secretary will work on the following tasks efficiently and accurately:

1) General

- Answer the phone and take messages.
- Undertake general administrative tasks and other duties/responsibilities which the Association may from time to time reasonably require.

2) Computing

- Read, respond to, and send emails, with attachments as required.
- Input data.
- Print documents.

3) Post and packing

- Collect and deliver post.
- Help with packing materials for conferences and deliveries of new books.

4) Office

- Check stationery requirements.
- File paperwork using the Association's systems.

AWARDS

Under the supervision of the UKLA General Manager, the Admin and Awards Secretary will also liaise with the Awards sub-committee convener (and the designated Awards team member and Awards panel chairs, as necessary) to work on the following tasks efficiently and accurately:

1) All Awards

- Book meeting rooms for panels.
- Book hotel rooms for panels.
- Manage press releases, as requested.
- Create fliers, as requested.
- Manage on-line submissions for Awards and send on to panel chairs.
- Organise production of certificates (with frames, as necessary), trophies and medals.
- Keep a record of Award sponsorship monies received and manage renewals.

2) Individual awards

- **The UKLA/Wiley Research in Literacy Education Award**
Send PDFs of journal articles shortlisted for the Award to panel members (January).

- **The UKLA Academic Book Award**
 - a) Send copies of submitted books to the short-listing panel (October).
 - b) Send copies of shortlisted books to the final judging panel (January).

- **The Brenda Eastwood Award**
Send PDFs of submissions to the panel chair (May).

- **UKLA Book Awards**
 - a) Assist with the recruitment of teacher judges and group leaders by maintaining and updating the spreadsheet on Google Drive.
 - b) Produce registers and badges for teacher judges' meetings.
 - c) Produce invitations for new teacher judges and for the Book Awards ceremony and dinner.
 - d) Produce and print fliers for the Book Awards event at International Conference.
 - e) Create packs for meetings advertising UKLA Book Awards.

- **UKLA Our Class Loves This Book: The Just Imagine Award**
 - a) Organise on-line submissions, photo files and films on Google Drive, so that they are accessible to panel members.
 - b) Collect and list submissions which are posted to the office, so that they can be assessed by the panel.
 - c) Co-ordinate with panel chair letters on UKLA headed paper to inform schools of the outcomes of the competition.

- **Literacy School of the Year**
 - a) Organise submissions and photo files on Google Drive, so that they are accessible to panel members.
 - b) Co-ordinate with panel chair letters on UKLA headed paper to inform schools of the outcomes of the competition.

- **UKLA Student Shadowing Award Programme**
Prepare the advertisement and invitation to participate for all Higher Education members.

3) International Conference

Organise (in liaison with the Awards sub-committee convener, as appropriate):

- blurbs for award sessions in the conference brochure
- framed individual certificates
- glass engravings for winners of awards
- plaque/s for the winning Literacy School of the Year
- framed images for Our Class Loves This Book
- conference bookings and hotel accommodation for all award winners and shortlisted authors/illustrators in liaison with chairs of Awards panels
- the keeping of a spreadsheet of Awards bookings for the International Conference.