

## Job Description

Job Title:	Events & Training Executive	Location:	Home based with the requirement to attend regular meetings and events.
Reporting to:	General Manager Operations		
Hours:	Full-time, Monday to Friday, to a regular weekly pattern agreed in advance with your Line Manager.		
Remuneration:	£26,000 - £28,000 GBP per annum		

### **Purpose of the Job:**

- This position is to support the administration of training and events organised by The Air Charter Association.
- Working with the Training Manager and General Manager Operations to deliver successful Association events and training courses.
- To attend and support the delivery of the Association's events.
- To learn about all aspects of the Association and become a knowledgeable part of the team.
- To update and maintain the company CRM database system.

### **Main Duties and Responsibilities:**

- Support the set up and logistics of The ACA's events, exhibitions and visits.
- Support the management of bookings for The ACA's events.
- Attend Association events to help setup, coordination and pack up.  
**Note:** events and travel to / from events can include evenings, weekends, overnight stays and overseas travel.
- To coordinate the set up and arrange the logistics of all training courses.
- To help coordinate online training courses and exams, scheduling sessions, sending invitations, answering questions, and ensuring completion.
- To manage bookings for member training courses and student internship places.
- Regularly set up and manage marketing mailshots to advertise courses, in liaison with the Comms Executive.
- To coordinate the set up and arrange logistics for our Internship Programme
- Update and maintain the member records in the company CRM system.
- Support the Exec. Team as required with general administration and meeting minutes.
- Occasional answering and managing the Association telephone calls (remotely) at the request of the General Manager Operations.

### **Skills and Attributes:**

- Good written and communication skills
- Excellent IT skills with a good knowledge of Microsoft Word, Excel, PowerPoint. Database and WordPress experience would be an advantage but not a requirement.
- Able to prioritise work
- Display a flexible attitude
- Precise and accurate data entry, with an attention to detail
- A motivated and focused approach to work
- An interest in aviation will be a benefit.

### **About The ACA:**

The Air Charter Association, founded in 1949, is the leading worldwide trade association for companies and individuals engaged in aircraft charter.

Our members maintain the highest standards of conduct and professionalism in the aviation market. We support our members with expert guidance on compliance and best practice, offer bespoke training and unrivalled business networking events, and work closely with aviation regulators and government bodies on key industry issues.

Our events are the heart of the Association and what we have been traditionally known for, creating global networking opportunities for our members. More information can be found on our website, but these range from small forums with 60-80 delegates to our headline Air Charter Excellence Awards Dinner, with over 500 delegates. The majority of our events take place in the UK where we are based, but we hold several events in Europe and the USA.

Our training course has been developed to enable individual brokers to gain an industry specific and recognised qualification, tailored to the requirements of the air charter industry. Delegates take part in classroom training at each of the three levels, followed by an assessment at the end of the session. Level 1 is the one-day foundation course with an introduction to charter broking and can be taken online or in person; Level 2 is a two-day in person intermediate course focusing on operations and features a hands-on airport experience, and Level 3 is the final one-day in person stage in the qualification, focusing on advanced skills including contracting and managing challenges. Individuals who take part in and successfully pass all three levels are awarded Qualified Air Charter Broker status.

We are developing further courses such as a basic introductory aviation knowledge course to support new starters at member companies.

### **What we provide:**

- Joining a small but motivated and dedicated team, running a fast-growing global association
- Flexible working
- Pension scheme
- Collaborative home working using Microsoft Teams
- Exposure to a wide variety of aviation companies in the Air Charter Industry.
- Training and aviation industry experience