



## Events assistant – UK Kidney Association events team

Can you combine excellent administrative skills with an interest and knowledge in online tools to support successful events?

**Salary:** £26-28,000  
**Contract:** Permanent  
**Hours:** Full time (part time applications will be considered); flexible working  
**Location:** Bristol, but hybrid and fully home-based working is available

### The Job:

Improving lives by supporting professionals in the delivery of kidney care and research, the UK Kidney Association (UKKA) is the leading professional body for the UK kidney community. This new events assistant position will work in the events team to support a wide range of in-person and online events, including planning, delivery and follow-up.

### The person:

- Excellent administrative skills and attention to detail
- Confident and competent with using online tools and solutions
- Strong written and verbal communication, and interpersonal skills
- Committed to and motivated by customer service
- Highly organised and disciplined

### Benefits:

- Flexible and hybrid working
- Individual training budget
- Health and wellbeing initiatives, including Cycle to Work scheme
- Employee assistance programme
- Generous pension scheme

For further information on the role or to apply please email [Jennifer.barwell@ukkidney.org](mailto:Jennifer.barwell@ukkidney.org). Please include in your application your CV and a covering letter outlining your experience and skills highlighting your suitability for this vacancy, against the requirements outlined in the job description.

***Closing date: Thursday 16<sup>th</sup> March 2023***