

JOB DESCRIPTION FOR EXECUTIVE COMMITTEE ASSISTANT MAY 2023

The British Universities China Association (BUCA) is seeking a dynamic and motivated individual to join our team as an Executive Committee Assistant. As a non-profit organisation in the education industry, BUCA aims to foster international educational development between the UK and China by providing support to professionals in the field.

A list of job duties associated with your job title is outlined below. This job description is not contractual, and we reserve the right to modify, withdraw, or deviate from its provisions at our discretion. Depending on the business requirements, you may occasionally be asked to perform additional tasks within your capabilities, and BUCA/EKUTUS retains the right to modify the job title and/or job description temporarily or permanently, in line with your personal growth or the needs of the organisation.

Job Title	Executive Committee Assistant
Band	Grade 1 Hours are flexible week to week and up to 20 hours per week. Approximately £10.65 per hour of work
Team	Committee
Purpose of role	<p>The British Universities China Association (BUCA) is a non-profit organisation within the education industry. Our primary objective is to offer assistance to professionals involved in the field of international educational development between the UK and China. BUCA facilitates constructive dialogues among international education experts, their partners, and organisations, with the aim of promoting international education in both the UK and China.</p> <p>Our committee is committed to actively and continuously communicating at a senior level with government bodies, higher education institutions, and educational support organisations. Through these endeavours, we strive to establish a platform that supports all members with an interest in international education between the UK and China.</p> <p>The BUCA Committee is composed of a Chair, Vice Chairs, Secretary, and Directors of five departments: Public Relations, Business Development, Marketing and Communication, Finance, and Internal Communications. The Executive Committee Assistant works closely with all members of the BUCA Committee, providing invaluable support in their respective projects.</p>
Report to	Secretary
Work mode	Hybrid. Work from home most of the time but in person support to offline meetings and events may be required occasionally.
Main duties	<ul style="list-style-type: none"> • Update marketing information including official website, WeChat and LinkedIn Campaign assets, event speaker card and other visual aids when required. • Facilitate online and offline events and send out invite, confirm agenda, and provide support by greeting and directing visitors, taking photos/videos. • Set up monthly committee meetings, conference calls and taking minutes where required and complete projects required by Committee members. • Assist the finance director to complete financial reporting, expenses claim and other ad-hoc projects.
Essential skills	<ul style="list-style-type: none"> • Discretion and trustworthiness • Flexibility and adaptability • Good oral and written communication skills. • The ability to be proactive and take the initiative. • Organisational Skills and the ability to multi-task Communication skills • A knowledge of standard software packages and the ability to learn company-specific software if required.

	<ul style="list-style-type: none">• Excellent interpersonal skills• Detail-orientated• Focused and responsive• English and Mandarin – Fluent level in listening, writing, speaking and reading
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Applicants should be made by sending CV and a cover letter stating how they meet each of the essential criteria for this role to contacts@buca.uk

For an informal conversation about the post including any questions about the application process please contact the secretary, Sophie Yang, via email y.yang4@lboro.ac.uk or 07549212817.

Closing date: Thursday 22 June 2023

Interviews: Thursday 29 June 2023

Candidates selected for the interview will be informed via email no later than Saturday the 29th June 2023.