



The Society of Health Play Specialists

Administrator Post

The Society of Health Play Specialists is a newly formed charity following the merger of the National Association of Health Play Specialists and The Health Play Specialist Education Trust in December 2023.

We are seeking to appoint a new administrator to help with the running of the society in relation to our professional development opportunities and national conference. The post holder will be the point of contact via email and social media for all enquiries including those relating to cpd events and also support the administration work of the board and sub-groups.

The administrator for The Society of Health Play Specialists shall report to the Chair of the society in the first instance and liaise with the lead from sub-groups within the charity.

This is a flexible post with the requirement to work between Monday – Friday to suit the needs of the society. We do not envisage more than 5 hours per week will be required for this post but this will be reviewed on a quarterly basis.

This post is recruited on a self-employed basis and will be remunerated at £15 per hour, monthly, following submission of an invoice to The Chair and Treasurer of the society.

There is an expectation for the post-holder to attend CPD events which are online and occasionally regional/national. All travel and accommodation expenses will be reimbursed by the society.

To discuss the post in further detail or to submit an expression of interest and CV, please contact Penelope Hart-Spencer, Chair of The National Association of Health Play Specialists

admin@nahps.org.uk

Closing date: Friday 29th February 2024

Shortlisting and interviews (via Teams) Early March 2024



The Society of Health Play Specialists

Post - Administrator

Job Description

The administrator, in coordination with the Chair and trustees shall:

Publish the calendar of events for the year and share an action tracker of dates and tasks

Plan, market, inform of suitable venues, advertise and coordinate the overall CPD event
Invoicing and collecting payments

Liaise with delegates and registrants regarding CPD bookings and future events.

Book speakers and exhibitors for conferences and CPD events

Coordinate and publish the programme of the events for each year.

Facilitate and attend online and in person events held by the society.

Provide certificates of attendance and evaluate and report on CPD events.

Attend, minute and circulate meetings to all group members and the board.

To undertake any other tasks as requested by the Chair to support a CPD event within the remit of the work of the society.

Be available to respond to enquiries between Mon-Friday (business hours) flexible basis. Set hours are not required.

Person Specification

Excellent communication skills – online and in person

Friendly and approachable manner

Organised and able to complete tasks efficiently as instructed by the Chair or leads of subgroups of the society

Experience in coordinating events – booking and liaising with delegates/exhibitors

MS Teams / Zoom facilitation experience

Experience in managing social media platforms including Facebook and X

Be skilled in using Microsoft office software including excel and word