



Society of Occupational Medicine (SOM) volunteer - administration and events

The SOM is looking for a London based volunteer to provide administrative support in particular to the Corporate Partnerships Co-ordinator.

Above expertise or qualifications, we are looking for someone who is dependable, who can commit to supporting us for 1 day a week or more for a minimum of 3 months. The volunteer position will provide good preparation to working in the sector. We offer:

- Full induction
- Opportunities to network and share your experiences
- Travel and lunch expenses

Duties and Responsibilities:

Specific duties include, but may not be limited to:

- ☐ Support the Corporate Partnerships Co-ordinator with administrative tasks, including those related to the SOM Corporate Supporter programme
- ☐ Event administration, including registration of delegates for events and conferences, keeping accurate delegate lists, liaising with venues, and setting up events on EventBrite
- ☐ Generate and email CPD certificates and event receipts; email invoices to delegates
- ☐ Update and maintain the OH Nurse Connect mailing list
- ☐ Participate in and learn from SOM member meetings
- ☐ The opportunity to participate in and learn about SOM communications initiatives such as social media

Qualifications:

- ☐ Proficiency in MS Word, Excel and Outlook
- ☐ Attention to detail
- ☐ Task-oriented
- ☐ Self-starter
- ☐ Problem solving skills
- ☐ Excellent verbal and written communication skills

Additional Information:

Please send cover letter and CV to Nick Pahl at nick.pahl@som.org.uk