



Social Secretary

This is a core role within King's Think Tank Committee and essential for the enjoyment and cohesiveness of King's Think Tank Committee and members more generally. The Social Secretary role is important because socials allow King's Think Tank Committee and general members to get to know each other better, enjoy themselves more...and ultimately build greater commitment to King's Think Tank.

This role is a highly visible and highly scrutinised role within King's Think Tank Committee; it will be at the centre of planning and will suit someone who is comfortable with a high profile, high responsibility position, who is both big picture and detail-oriented, and is looking always to promote King's Think Tank positively.

Job responsibilities:

- Organises well run, fun social and/or teambuilding events for committee and general members
- Organises team-building for committee members
- Provide the opportunity for members to get to know each other better, and build greater commitment to King's Think Tank.

The Social Secretary will work closely with:

- President, Vice-President and Directors of King's Think Tank, to ensure suitability of social ideas and pressure points within King's Think Tank Committee are well-supported
- Head of Communications to promote social events
- All King's Think Tank Committee, to suggest and respond to ideas for social events.

Desirable Skills/Attributes:

- Event planning of varied and successful social and team-building events, with dedication, logistical organization and ability to deliver on projects
- A strong people person with ability engage socially with many different people and bring them together in a fun and cohesive way
- Be motivated, ability to deliver work to deadlines, good communication skills, capacity to generate creative ideas, time management and organizational skills.