



ISCVE Limited
Institute of Sound, Communications
& Visual Engineers

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Business Manager Job Description

Responsibilities include, but are not limited to:

General Office

- Deal with general enquiries from members and the public
- All general office duties, such as stationery, telephones, post etc.

Company Secretary Duties

- Deal with Companies House
- Deal with nominated banks
- Deal with investment funds
- Deal with insurance liability cover
- Manage AGM logistics, agenda, minutes and procedures
- Manage Board meeting agenda, minutes and procedures
- Manage Council meeting logistics, agenda, reports, minutes and procedures

Finance

- VAT Returns
- Submission of annual accounts to Accountant
- Book-keeping; sales and purchase ledgers
- Profit & Loss accounts
- Credit Control
- Banking

Marketing

- Editor of monthly ISCVE newsletter
- Institute literature design and print requirements
- Website content editor
- Liaising with marketing consultant

ECS Card Scheme

- Oversee and advise ECS Card Scheme administrator
- Back-up administration cover for ECS Scheme assessments and card orders.

Training

- Oversee and advise Training administrator with courses, CPD records etc.
- Back-up administration cover for Training courses.

Membership

- Manage all membership applications from submission through to confirmation
- Manage all membership upgrade applications
- Deal with membership queries and promote membership benefits
- Manage member database
- Oversee automated membership subscriptions
- Manage all supporting membership applications from submission through to confirmation
- Arrange supporting member company logos on website
- Arrange printed supporting member plaques for presentation

Events

- All aspects of organisation for industry exhibition stands and attendance
- Liaise with Training Presenters
- Create annual training plan
- Monitor, collate and contact 'Register your Interest' applicants
- Identify new mailing lists for marketing
- Co-ordinate course content for existing and new courses
- Monitor any updates to existing courses
- Maintain and update website training course listings
- Create online booking events and liaise with marketing support for promotion via eNewsletter, emails and social media
- Set dates, book venues, arrange catering
- Organise printing of workbooks, assessment questions and feedback forms
- Print certificates of attendance or achievement
- Share feedback with training committee and address any issues
- Arrange couriers to deliver equipment and delegate packs
- Manage bookings, confirm to delegates and presenters
- Occasional attendance at training courses to film bitesize video clips for marketing
- Provide in-house training quotations
- Log all training records for members
- Liaise with CPD and ensure all courses are CPD approved
- Manage members' own CPD records and identify development areas, such as membership upgrades, training etc.

Events

Exhibitions

- Administration, logistics and attendance at exhibitions as and when required.

ISCVEx

- Liaise with venue
- Organise seminars
- Organise exhibitors
- Organise networking dinner
- Administration, logistics and attendance

Other events

- Attend other events as and when necessary for the benefit of ISCVE, ie, networking events.

Technical

- Receive technical enquiries and seek responses from Council or membership.
- Manage queries and orders for British Standards

Other

- Build relations with other industry stakeholders
- Any other ad-hoc duties required