

Steering Committee Secretary & Summit Representative — Floating Campus Summit

Location: London / Hybrid

Commitment: Approximately 2–4 hours per week, plus attendance at the Floating Campus Summit

Type: Voluntary strategic and representative role

About the opportunity

Educating Beyond Borders is establishing a Steering Committee for the Floating Campus Summit and The Big Challenge.

The Summit already has its venue, programme, speakers and exhibitors in place. The Steering Committee will provide strategic oversight, external leadership and the relationships needed to develop the Summit further.

The role

We are looking for an organised, confident individual to act as Secretary to the Steering Committee and as a representative for Summit-related matters.

This is a particularly useful role for someone who enjoys bringing people together, keeping strategic groups organised and representing an initiative externally.

What you will do

- Coordinate Steering Committee meetings.
- Maintain a simple record of key decisions and agreed actions.
- Support communication between Steering Committee members and Educating Beyond Borders.
- Assist the Chair with committee administration.
- Help maintain a clear flow of information between the Steering Committee and the Summit team.
- Act as an additional point of contact for routine Summit-related correspondence.
- Attend the Floating Campus Summit and support the welcome and reception of attendees and partners.
- Assist with coordination of Steering Committee members on the day.
- Represent the Steering Committee appropriately in agreed Summit-related communications.

Correspondence

We are particularly interested in someone who has access to a suitable London address and would be willing, by agreement with Educating Beyond Borders, to receive **routine day-to-day correspondence relating to Educating Beyond Borders, the Floating Campus Summit and The Big Challenge**.

This may include correspondence relating to Summit arrangements, venue documentation, programme enquiries and other ordinary business communications.

We are looking for

Someone who is:

- organised and reliable;
- confident communicating with different types of people;
- comfortable working with senior professionals;
- able to maintain clear records and follow up agreed actions;
- interested in entrepreneurship, education and youth opportunity;
- comfortable representing an organisation externally.

Previous experience as a committee secretary, project coordinator, administrator, event representative or similar would be useful.

What you will gain

You will have the opportunity to work directly with a group of experienced professionals helping shape an ambitious entrepreneurial platform.

You will gain insight into strategic partnership development, entrepreneurship, event leadership and cross-sector collaboration while contributing to Educating Beyond Borders' ambition of **creating the jobs and industries of tomorrow, today**.

This is a voluntary strategic and representative role.