

Roles and Responsibilities

British Florist Association - Job Title: Association Manager

Are you passionate about the floral industry and dedicated to promoting its growth and success? The British Florist Association (BFA) is seeking a dynamic and driven individual to become our next Association Manager. If you're looking for a rewarding opportunity to contribute to the floral trade and play a vital role in our organization, this position is perfect for you.

Overview:

As the Association Manager at the BFA, you'll be at the forefront of our association, serving as the primary point of contact for all inquiries. Your role will encompass a wide range of responsibilities, ensuring the efficient and compliant operation of the BFA.

Key Responsibilities:

Meeting Maestro:

Organise and craft agendas for our monthly board meetings, annual AGM, and special meetings. Your ability to record meticulous minutes will be invaluable in documenting our discussions and decisions.

Legal Guardian:

Manage compliance with Companies House, meticulously processing documents, and ensuring timely submissions, including annual tax returns. You'll also be responsible for notifying Companies House of significant changes, safeguarding our legal standing.

Adherence Advocate:

Uphold the association's Articles of Association and ensure compliance with evolving legislation and regulations that may affect our operations. You'll keep us on the right side of the law.

Internal Administration: Take responsibility for the internal administration of the association, ensuring strict adherence to the association's Articles of Association and compliance with all relevant legal requirements.

Board Backbone:

Serve as the primary liaison to our Board of Directors, facilitating communication, and supporting their vital work in advancing the floral industry.

Working Hours and Salary:

- **Working Hours:** Typical standard working hours 10am to 4pm Monday to Friday.
- **Salary:** Annual salary on application depending on experience and qualifications.

If you're a detail-oriented, organised, and proactive individual who is passionate about the floral trade and committed to our association's growth and success, we want to hear from you. Join us as we continue to bloom and flourish in the world of floristry.

To apply for this exciting opportunity, please email Nikki@britishfloristassociation.org. Any information will be shared with the current board directors before interviews commence.