Faculty of Astrological Studies

Services Description

Summer School Registrar

October 2026

Reporting to

The Council of the Faculty

Objectives

To manage all aspects of the delegate and venue organisation of the Faculty's Summer School.

To work closely with the Faculty's Officers and Councillors to faithfully reflect the Council's wishes concerning the ethos and desired public profile of the Faculty. To maintain and promote, to the best of your ability, the good reputation of the Faculty and to carry out the following tasks in accordance with the wishes, and subject to the prior approval, of the Council of the Faculty.

Tasks

To be thoroughly acquainted with all aspects of delegate and venue organisation of the Faculty's annual Summer School.

To book the venue for the Summer School, deal with any contracts and paperwork issued by the venue, and liaise with the representatives of the venue as appropriate to cover issues including food and meals, accommodation, attendance numbers, teaching rooms, drinks and receptions.

To process all student enrolments and deal with all aspects of student attendance at the Summer School.

To produce all delegate related materials including but not limited to information documents, badges and feedback sheets.

To run the main reception desk and manage the reception team.

To organise any aspects of Summer School held online in close liaison with the IT manager, the Advertising Officer and the Summer School Programme Co-ordinator.

To manage the budget jointly with the Treasurer and Programme Co-ordinator.

To manage the promotion of Summer School jointly with the Programme Co-ordinator and the Advertising Manager.

To work closely with the Summer School Programme Co-ordinator and liaise with the Director of Studies or Head Tutor where necessary for the smooth running of the Summer School.

To keep up-to-date with similar events promoted by other astrological organisations, in order to ensure that the Faculty's Summer School remains competitive.

Reporting

To attend Council meetings and to report on the Summer School at each Council meeting and at the Annual General Meeting.

Key Skills

Ability to organise residential school events

Strong organisational skills

Strong communication skills

Understanding of budgets

Ability to communicate and work well with others in the FAS team

Ability to work with others and create and maintain relationships with the venue team

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Person Specification

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Essential	Desirable
Experience of running events	Prior experience in a similar role
Strong organisational skills	A relationship with the Faculty
Strong relationship skills	Experience of attending Summer School
Experience and understanding of the Faculty's work	Understanding of budgets
Adequate level of fitness for the role	Car driver
	Living in the UK