

Role	Administrative Assistant	Reporting to	Head of Membership
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About UKspace

UKspace is the official trade association for the UK space sector, with members of all sizes across the breadth of the space value chain. Our vision is to provide one powerful voice for the UK space sector, to advance industry, society and the economy.

We are proudly industry-led – and operate through specialist committees and working groups focused on key aspects of the space sector. We identify and communicate key opportunities and support the development of industrial positions, enabling us to provide informed advocacy for the space industry with parliamentarians, government and other stakeholders. We collaborate closely with partners, including ADS and techUK, to ensure consistent messaging for the UK’s space sector and our members.

Role Purpose

The Administrative Assistant provides essential administrative and organisational support to ensure the smooth day-to-day operation of the trade association. The role supports core functions including **membership administration, committee support, events coordination, communications and general office administration**, working closely with colleagues, members and external stakeholders.

This role is suited to an organised, proactive self-starter who is comfortable taking the initiative, working in a small team environment and supporting a diverse range of activities across the organisation.

Key Responsibilities

Administration & Office Support

- Provide general administrative support to the team, including diary management, meeting organisation and document preparation
- Maintain accurate records, filing systems and databases (digital and physical)
- Handle incoming enquiries via email and telephone, and direct them appropriately
- Coordinate meeting logistics, including agendas, papers, attendance lists and minutes

Membership Administration

- Support membership onboarding, renewals and record-keeping
- Maintain and update the membership database (CRM), ensuring accuracy and compliance with GDPR
- Assist with responding to membership queries and maintaining member communications
- Support the preparation of membership reports and statistics for internal use and committees

Committees & Governance Support

- Provide administrative support to committees, working groups and boards
- Circulate meeting papers, track actions, support follow-up activities and maintain a forward look
- Assist with maintaining governance records, terms of reference and contact lists

Events & Engagement

- Support the planning and delivery of events such as conferences, roundtables, webinars and networking meetings, including representing UKspace at events and conferences
- Assist with registrations, delegate communications, venue liaison and post-event feedback
- Help maintain events calendars and update the website or registration platforms as required

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Communications & Digital Support:			
<ul style="list-style-type: none"> • Assist with preparing and distributing newsletters, emails and member updates • Support website updates, data entry and basic content management • Maintain contact lists and support social media scheduling (where applicable) 			
Person Specification			
Essential			
<ul style="list-style-type: none"> • Proven experience in an administrative or office support role with a professional and friendly approach when dealing with all types of stakeholders • Strong organisational and time management skills with demonstrable ability to manage multiple tasks in parallel and work to deadlines • Excellent written and verbal communication skills with a high level of attention to detail and accuracy • Confident user of Microsoft Office / Microsoft 365 (Outlook, Word, Excel, Teams, PowerPoint) 			
Desirable			
<ul style="list-style-type: none"> • Experience working in a trade association, membership organisation, charity or not-for-profit • Experience using CRM or membership management systems • Familiarity with committee or governance administration • Experience supporting events or member engagement activities • Knowledge of GDPR and data handling best practice • Awareness of the UK space sector – and in particular, the space industry 			
Values & Behaviours			
<ul style="list-style-type: none"> • Collaborative and supportive team player • Proactive, adaptable and willing to learn • Discrete and professional when handling confidential information • Committed to providing high-quality service to members 			
What We Offer			
<ul style="list-style-type: none"> • A supportive and flexible working environment • Opportunity to work across a broad range of industry-facing activities • Permanent, part-time role (up to 25 hours per week spread over at least four days) with a gross salary up to £20k dependent upon experience, plus performance-related annual bonus. • Pension – UKspace operates a salary sacrifice scheme with a UKspace pension contribution • Annual leave (pro-rata) based on 28 days annual leave per annum if working full-time, plus statutory holidays. • Location: Hybrid working: home working and occasional travel to locations in Hampshire, Oxfordshire and London. In addition, the post holder may be required to undertake occasional business travel (including overnight stays) in the UK. 			