

## Employer Engagement & Events Coordinator

Job Ref: REQ171148

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.

Loughborough University is highly regarded and highly rated for the quality of careers, employability and placements support provided to students and graduates, and for the strength and breadth of our relationships with placement and graduate recruiters. The Careers Network team works to a set of defined objectives supporting the University's strategic goals, ensuring service excellence to all stakeholders. The professionalism and effectiveness of our work with employers is highly valued and hugely impactful, contributing directly to the quality of the student experience and student and graduate outcomes as well as to the extension of the University's external profile and influence.

### Job Description

#### Job Grade

Administrative Services Grade 5

#### Job Purpose

Reporting to the Employer Engagement Manager, the Employer Engagement & Events Co-ordinator will provide support to employers wishing to recruit from the University and to proactively encourage employers to work with appropriate sections of the University for mutual benefit. Work to promote graduate and undergraduate recruitment opportunities to the University's students and graduates, with responsibility for some areas of income generation and financial management. To co-ordinate vacancy handling onto the CN's Careers Online system and to engage with employers as part of this responsibility. The post holder will also work closely with colleagues to generate greater awareness of employer activity on campus.

#### Job Duties

##### Employers:

- To be responsible for the management of the employer events programme including advising on location, dates and publicity (marketing to students and employers);
- To provide support for all graduate and placement recruitment fairs including assisting in securing exhibitors and achieving high student attendance figures;
- Develop the range and number of events on campus and organise bespoke employer events for the University's academic Schools
- Oversee the employer targeted email service to students within good practice guidelines and in consultation with Marketing;
- Manage an evaluation process for employer led events and following through on feedback received from students and employers;
- To be responsible for various financial aspects of income generation, negotiating rates and raising invoices for employer emails and employer events and following up on any outstanding payments;

- Provide support to the Employer Engagement Manager on the organisation of the two main careers fairs, including pre-event and on the day activity;
- To work to continuously seek to establish and develop beneficial new relationships with a wide range of organisations that appeal to the students by meeting employers on and off campus;
- To provide appropriate support and guidance to employers on student recruitment activity;
- To ensure relevant pages on the Employer Engagement section of the Careers Network's web site are up to date with information specific to events and to assist in developing new marketing materials for employers;
- To develop and maintain communication with relevant employers using selected media and networking opportunities such as newsletters, focus groups, events, phone calls, email, LinkedIn, Twitter etc.
- To oversee the task of vacancy handling and data input for a range of student and graduate roles using the CN's Careers Online system ensuring that all vacancies are published within three days of receipt;
- To develop detailed knowledge and awareness of legislation and issues related to student employment in order to be able to 'sign-post' employers and colleagues to examples of good practice and legal guidance.

### **Colleagues:**

- To work in partnership with colleagues to identify and develop appropriate avenues to enable employers to promote their opportunities to students;
- Liaising with internal service departments including Marketing and Communications, Design and Print and Imago regarding employer-related events to ensure a high quality service is offered;
- To work productively and collaboratively with the other members of the Employer Engagement team ensuring effective synergies.
- To be a key support the Employer Engagement Manager.

### **Students:**

- To develop Employer Engagement publicity material relating to employer events and arrange for suitable advertising across campus to generate high numbers of student attendance;
- To monitor student take up in employer-related events and follow up with appropriate action to ensure student awareness;

### **General:**

- Assist in the recruitment and management of the Student Employer Engagement Event and Vacancy Assistants and provide guidance to student assistants within the Employer Engagement team;
- To research and evaluate events offered by other university careers services with a view to developing further services at Loughborough;
- To attend planning and development meetings within the CN and University to effectively communicate current employer practices and recruitment trends and to inform the University's students and graduates;
- To represent the Employer Engagement team at regional and national meetings to discuss issues relating to employer recruitment;
- To ensure the delivery of consistently excellent client services.
- To keep up-to-date with all relevant labour market information either independently or via colleagues, to be able to identify the on-going potential for new relationships and to continue to develop services accordingly;
- To meet agreed periodic and annual targets related to the role and job description;

- To meet agreed personal objectives and contribute to team and departmental objectives, regularly monitoring performance and impact;
- To use and populate relevant employer relationship management databases, accurately recording details of all contacts and interactions, and working collaboratively with University colleagues to share and optimise the value of such information.
- To represent and positively promote the University and the department at internal and external meetings and conferences.
- To undertake any other duties or tasks commensurate with the nature and grade of the post when required.

## Person Specification

Your application will be reviewed with respect to meeting the essential and desirable criteria listed below. Your application will be reviewed against the essential and desirable criteria listed below. Applicants are strongly advised to explicitly state and evidence how they meet each of the essential (and desirable) criteria in their application. Stages of assessment are as follows:

- 1 – Application
- 2 – Test/Assessment Centre/Presentation
- 3 – Interview

### Essential Criteria

Area	Criteria	Stage
Experience	Previous experience of organising and administration of events.	1,3
	Experience of Promoting events and activities and engaging key stakeholders.	1,3
	Previous experience of working in a target driven environment achieving key performance indicators.	1,3
	Previous experience of working successfully in a team.	1,3
Skills and abilities	Excellent, networking and customer relationship management skills.	1,3
	Excellent interpersonal skills, the ability to empathise and establish effective relationships at all levels, students, and external partners, including employers.	1,3
	Ability to identify and seize opportunities that can add value.	1,3
	Flexibility, adaptability and resilience – responding positively to change and new initiatives.	1,3
	Effective use of social media	1,3
	Able to work with accuracy and attention to detail.	1,2,3
	Excellent practical IT skills, including data analysis and web skills together with a good knowledge of CRM systems	1,2,3
Training	Demonstrate evidence of having undertaken further training.	1,3
	Adopt new procedures as and when required.	1,3
Qualifications	A level education or equivalent.	1
	GCSE Grade C or equivalent in English and Mathematics.	1

### Desirable Criteria

Area	Criteria	Stage
Experience	Knowledge of graduate/student recruitment and the associated employment processes.	1,3
	Experience of using a customer relationship management system	1,3
	Experience in cross selling services to external clients.	1,3
	Editing and video skills	1,3
Skills and abilities	Excellent networking and customer relationship skills	1,3
	Excellent interpersonal skills – the ability to empathise and establish effective relationships at all levels, students and external partners including employers.	1,3
	Able to organise and prioritise own workload, often whilst under	1,3

	pressure, managing competing priorities and meeting deadlines.	
Qualifications	Degree	

## Conditions of Service

The position is FULL TIME and OPEN-ENDED. Salary will be on Administrative Services Grade 5 £24,285 - £28,936 per annum, at a starting salary to be confirmed on offer of appointment. Subject to annual pay award.

The appointment will be subject to the University's normal Terms and Conditions of Employment for Operational and Administrative staff, details of which can be found [here](#).

The University is committed to enabling staff to maintain a healthy work-home balance and has a number of family-friendly policies which are available at <http://www.lboro.ac.uk/services/hr/a-z/family-leave-policy-and-procedure---page.html> .

We also offer an on-campus nursery with subsidised places, subsidised places at local holiday clubs and a childcare voucher scheme (further details are available at: <http://www.lboro.ac.uk/services/hr/a-z/childcare-information---page.html>

In addition, the University is supportive, wherever possible, of flexible working arrangements. We also strive to create a culture that supports equality and celebrates diversity throughout the campus. The University holds a Bronze Athena SWAN award which recognises the importance of support for women at all stages of their academic career. For further information on Athena SWAN see <http://www.lboro.ac.uk/services/hr/athena-swan/>

## Informal Enquiries

Informal enquiries should be made to Caroline Crouch, Employer Engagement Manager by email at [c.j.crouch@lboro.ac.uk](mailto:c.j.crouch@lboro.ac.uk) or by telephone on 01509 222096

## Applications

The closing date for receipt of applications is **Sunday 7 January 2018**. Interviews will be held on **Friday 12 January 2018**.