

EVENTS SUPPORT ASSISTANT (10 hours per week)

Job Ref: REQ17767

Department summary

Marketing and Advancement is an exciting new division which brings together a wide range of teams spanning marketing, communications, web and digital, student recruitment, outreach, market research, international recruitment, creative services and print, and development and alumni relations.

Job Description

Job Grade:

Job Purpose

To assist in supporting a wide range of corporate, recruitment, alumni and advancement and bespoke events to raise awareness of the University brand. The role will involve working closely with the Events Officers and colleagues across Marketing and Advancement and the wider University, to help deliver a wide range of event activities.

Job Duties

- To assist with the administration, planning, organisation and delivery of a range of events both on and off campus working with staff across Marketing and Advancement.
- To help source equipment and promotional items for use at events from a range of internal and external suppliers.
- To measure and evaluate the success of events (through data analysis) and respond in a timely and professional way to queries, requests and complaints from events attendees.
- To assist with the administration and upkeep of event records and databases.
- To develop positive and effective working relationships with contacts across the University and more widely in support of events activities.
- Undertake any other duties appropriate to the post as may be required.

General Administration

1. To respond to enquiries received in person, by telephone or email and take appropriate action. This will include dealing with students and parents, academic staff, external organisations and other University Colleagues.
2. To provide cover and support for other colleagues at busy times and in cases of absence, by undertaking such duties and responsibilities which are commensurate with the grade and nature of the post.
3. To ensure compliance with relevant University policies and procedures.

To undertake any training and development deemed appropriate for the position by the HOD and the relevant line manager

Points To Note

The purpose of this job description is to indicate the general level of duties and responsibility of the post. The detailed duties may vary from time to time without changing the general character or level of responsibility entailed.

Special Conditions

All staff have a statutory responsibility to take reasonable care of themselves, others and the environment and to prevent harm by their acts or omissions. All staff are therefore required to adhere to the University's Health, Safety and Environmental Policy & Procedures.

All staff should hold a duty and commitment to observing the University's Equality & Diversity policy and procedures at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and University policies/procedures.

Successful completion of probation will be dependent on attendance at the University's mandatory courses which include Respecting Diversity and, where appropriate, Recruitment and Selection.

Organisational Responsibility

Reports to the Events Manager

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	Experience of event organisation	1,3
	Experience of using Microsoft Office (Powerpoint and Excel)	1,3
	Experience of dealing with multiple priorities and working to tight deadlines	1,3
Skills and abilities	Excellent administrative and organisational skills	1,3
	Good attention to detail	1,2,3
	Good mathematical competence and data analysis skills	1,2,3
	Positive attitude, self-motivated, and enthusiastic	1,3
	Ability to work under minimum supervision, prioritise own workload, use initiative and manage deadlines	1,3
	Ability to engage people from a variety of backgrounds and age ranges in activities	1,3
	Excellent communication/presentation skills	1,3
	Ability to work in a multidisciplinary team	1,3
	Excellent IT skills including word processing, spreadsheet and presentation software (eg Powerpoint)	1,3
	Training	A willingness to undertake further training as appropriate, and to adopt new procedures as and when required
Equality and Diversity	Evidence a good working knowledge of equal opportunities and understanding of diversity in the workplace	1,3
Qualifications	GCSE Grade C or equivalent in English and Mathematics.	1
Other	Willingness to work occasional evenings and weekends	1,3

Desirable Criteria

Area	Criteria	Stage
Experience	Loughborough University student or graduate who has student ambassador experience	1
	Experience of working with young people	1,3

Conditions of Service

The appointment will be part-time (10 hours per week) and open ended. Salary will be on Administrative Services, Grade 3, £16,618 to £18,940 pro rata per annum, subject to annual pay award and at a starting salary to be confirmed on offer of appointment.

The appointment will be subject to the University's normal Terms and Conditions of Employment for Academic and Related staff/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 Nina Taggart, Events Manager by email on n.j.taggart@lboro.ac.uk or by telephone on +44 (0)1509 222481.

Applications

Deadline for applications: **Sunday 3 September**, Interviews to be held on: **Tuesday 12 September**.