

## Events Assistant

Job Ref: REQ17816

**As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.**

### 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:** Administrative Services Grade 3

#### 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. To work closely with the events officers and colleagues across Marketing and Advancement and the wider University, to help deliver a wide range of events activities.

#### Job Duties

##### *Events Management*

- Support the delivery of professional and effective events activities
- Work effectively with a range of suppliers (internal and external)
- To provide efficient, proactive administrative and operational support across the events team

##### *Liaison*

- Develop positive and effective working relationships with contacts across the University and more widely in support of events activities
- Ensure that feedback is used proactively to develop future events and respond in a timely and professional way to queries, requests and complaints from events attendees

#### 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 supporting events in a range of contexts and settings	1,3
	Experience of using databases	1,3
Skills and abilities	Excellent administrative and organisational skills	1,3
	IT skills	1,3
	Problem solving skills	1,2,3
	Tact, discretion and diplomacy	1,3
	Prioritisation and time management skills	1,3
Training	A willingness to undertake further training as appropriate, and to adopt new procedures as and when required	1,3
Qualifications	Educated to A level standard or equivalent	1
Other	Evidence a good working knowledge of equal opportunities and understanding of diversity in the workplace	1
	Flexibility to work out of hours as required	1
	Willingness to work occasional evenings and weekends	1

### Desirable Criteria

Area	Criteria	Stage
Experience	Previous experience of working in Higher Education	1

## Conditions of Service

The position is full time and open-ended. Salary will be Administrative Services Grade 3, £16,618 - £18,940 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 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](mailto:N.J.Taggart@lboro.ac.uk) or by telephone on +44 (0)1509 222481.

### **Applications**

The closing date for receipt of applications is **Tuesday 26 September 2017**, Interviews will be held on **Monday 9 October 2017**.