

Programme Administration Officer: Events

Job Ref: REQ250139

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.

Job Description

Job Grade

Administrative Services Grade 5

Job Purpose

To work within the School of Science Programme Administration Team to coordinate the activities related to programme administration, event and student recruitment tasks. To support the Programme Administration Managers with workload across the team and report progress against school and university deadlines.

Job Duties

1. To deliver professional and effective School event activities including applicant visit days, placement events, module choice days, award events, annual lectures, etc (both virtual and in-person events). To publicise events and provide management information as and when requested or is appropriate.
2. Contribute significantly to work of the Programme Administration Team which may include, but isn't restricted to, postgraduate research administration, placements, assessments, engagement monitoring, and academic misconduct administration.
3. To take the lead in organising applicant visit days, liaising with academic, technical and administrative staff to provide engaging activities and an outstanding visit day experience for prospective students and guests. Review activities and, where appropriate, make recommendations for change.
4. As an active member of the School's Admissions Task Force, to be responsible for the sharing of best practice and coordination of School-wide applicant visit days across the School's departments. The post holder will take a leading role to ensure academic staff receive appropriate training and that presentations, interactive activities and supporting documentation meet the required standard.
5. To be responsible for the recruitment, selection, training and management of Student Ambassadors within the School of Science and ensure events are staffed accordingly, including the applicant visit days and University open days.
6. To advise and support the School's academic colleagues when organising conferences and other related activities.
7. To provide cover and support for other colleagues, undertaking such duties and responsibilities which are commensurate with the grade and nature of the post.

8. Undertake training and development deemed appropriate for the position and attend across department/university committees and working groups.

Liaison

1. Develop positive and effective working relationships with colleagues across the University and ensure that all internal School processes and procedures reflect and comply with University policy.
2. To be responsible for providing appropriate event information and advice to staff in the School.
3. To work with central University Services to ensure the smooth running of School events (e.g. timetabling, teaching support, domestic services etc.)
4. To develop a strong working relationship with the Marketing Team in the creation of appropriate publicity material/templates and student recruitment activities.

Other

1. Attend relevant events and recruitment activities as and when required (including evening and weekends).
2. To be responsible for compiling event risk assessments when required.
3. Working closely with School Operations Manager to proactively monitor allocated non-pay budgets.

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

The School's Administrative Staff will be expected to support and attend key events such as School visit days and Saturday University Open Days.

Annual leave requests will be restricted at key points in the academic calendar and will be approved subject to the needs of the business.

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 Programme Administration Manager

Person Specification

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 management (or equivalent) planning and set-up.	1,3
	Experience of working individually and as part of a team in a busy office environment.	
	Significant experience of working in student or other customer - focussed environment.	1,3
	Experience of dealing with people in a variety of complex and difficult situations.	1,3
	Experience of co-ordinating a diverse team.	1,3
Skills and abilities	Flexibility and the ability to adapt to a changing work environment.	1,3
	Well-developed problem-solving skills, using initiative and judgement in more complex situations and often under pressure.	1,3
	Able to plan, prioritise and work independently and to deal with unforeseen problems and circumstances effectively. Able to manage competing deadlines.	1,3
	Excellent interpersonal, organisational, oral and written communication skills to be able to communicate effectively with a wide range of stakeholders.	1,2,3
	Ability to work with accuracy and attention to detail.	1,2,3
	Excellent practical IT skills including Microsoft Office, Outlook diary management and competence in using virtual event software.	1,2,3
Training	A willingness and ability to undertake further training related to the role including Health and Safety.	1,3
	Follow and implement new procedures in line with university policies and guidelines.	1,3
Qualifications	Undergraduate degree or equivalent relevant experience.	1,3
	GCSE Grade C or equivalent in English and Mathematics.	1
Other	Ability to work occasional evenings and weekends to support the events and recruitment activities as required.	1,3
	Demonstrate your commitment to champion and develop Equity, Diversity and Inclusion for colleagues and students.	1,3

Desirable Criteria

Area	Criteria	Stage
Experience	Experience of working in a Higher Education setting.	1,3
	Experience of Loughborough University administrative procedures and systems.	1,3
	Experience of the supervision or line management of staff.	1,3
	Experience of virtual events using MS Teams or similar application.	1,3
Skills and abilities	Skills using relevant Loughborough University IT systems eg LUSI, Agresso, Co-Tutor, LEARN and CMIS.	1,3

	Understanding and knowledge of relevant legislation e.g. SENDA, Data Protection Act, Freedom of Information etc.	1,3
Training	Holds or willing to undertake First Aid and Fire Marshall training	1, 3

Conditions of Service

The position is FULL TIME (37 hours per week) and OPEN-ENDED. Salary will be on Administrative Services Grade 5 (£29,179 - £34,132 pro rata) at a starting salary to be confirmed on offer of appointment.

The appointment will be subject to the University's Terms and Conditions of Employment for STAFF GRADES 1-5, 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 can be found [here](#).

The University offers a wide range of employee benefits which can be found [here](#).

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/>