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**Job Description**

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| **Job title:** | **Events Officer** |
| **Department/School:** | **Marketing and Communications** |
| **Grade:** | **6** |
| **Location:** | **University of Bath premises** |

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| **Job purpose** |
| Support the Head of Events in planning and delivering a rolling programme of annual and one-off events in support of implementation of University strategies to enhance reputation, recruit high quality undergraduate and postgraduate applicants and engage our stakeholders including external partners, students, staff and the local community.  The event programme includes University open days, summer and winter graduation ceremonies; public lectures; VIP events and other activities as may be specified from time to time.  The post holder will help to shape University practice in the planning, communication and delivery of effective events.  Management of events may include sourcing and booking venues, liaising with suppliers, coordinating invitations by post and email, managing staff at the event, preparing briefing notes, briefing senior colleagues and managing budgets. |

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| **Source and nature of management provided** |
| The Events Officer will report to the Head of Events. |

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| **Staff management responsibility** |
| No formal line management responsibility but the Events Officer will be required to manage staff (including students employed as Student Ambassadors) from time to time in delivering specific aspects of events. |

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| **Special conditions** |
| The nature of the role will require a reasonable degree of flexibility with regard to working pattern. This will include work at weekends and in the evening for which TOIL will be provided. TOIL to be taken with agreement of post-holder’s line manager |

| **Main duties and responsibilities** | |
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| **1** | Support the Head of Events in planning and delivering a rolling programme of annual and one-off events in support of implementation of University strategies to enhance reputation, recruit high quality applicants and engage our stakeholders including external partners, students, staff and the local community. |
| **2** | Lead on such aspects of event planning and management as are specified by the Head of Events, ensuring all tasks and duties are pursued in line with business need and best practice. |
| **3** | Work as a key member of the Events and Ceremonies team contributing to:   * The alignment of resource allocation (including budgets) and priority setting with business need * Effective communication of event related information * Quality assuring the events programme and related activities * Efficient and effective collaboration with colleagues and external suppliers as required * Monitoring and reporting on operational activities, addressing issues as required   *The scope of direct event management responsibility for the team includes:*  *Summer and Winter Graduation Ceremonies*  *University Open Days in June and September*  *Post-Graduate Open Days*  *Programme of Public Lectures*  *Founders Day lecture, drinks reception and dinner*  *A range of one–off events determined annually, for example, building openings and other activities in support of the University strategy* |
| **4** | Make effective use of appropriate shared databases and other tools and platforms with the aim of enhancing the overall effectiveness of the University’s management, organisation and communication of events. |
| **5** | Act in close collaboration with others with event management responsibilities to ensure opportunities for synergy and consistency in working practice are identified and realised and the University’s capacity to deliver high quality events which raise profile and strengthen engagement in enhanced. |
| **6** | Build an understanding and awareness of relevant developments and trends in events management, both within and without the Higher Education sector, nationally and internationally and respond to them as appropriate. |
| **7** | Develop and maintain trust based working relationships with colleagues across the University which enhance the reputation of the Department of Marketing & Communications amongst internal stakeholders for the quality and effectiveness of its activities. |
| **8** | Develop and maintain flexible and effective working relationships with a network of external service providers, to ensure the agreed events programme can be implemented on time, to quality, to scope, to budget |
| You will from time to time be required to undertake other duties of a similar nature as reasonably required by your line manager. You are required to follow all University policies and procedures at all times and take account of University guidance. | |

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**Person Specification**

| **Criteria** | **Essential** | **Desirable** |
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| **Qualifications** |  |  |
| Education to degree level or equivalent with substantial experience or possessing equivalent experiential learning/work experience | **✓** |  |
| **Experience/Knowledge** |  |  |
| A track record of achievement in an event management role  Experience of delivering high profile events involving multiple stakeholders  Proven ability to manage a diverse portfolio of work in a multi-stakeholder environment  Significant experience of working in an event related capacity in Higher Education or similar sector  An understanding of the role effective event management can play in the Higher Education sector  Knowledge and understanding of the latest trends in effective event management sufficient to engage with colleagues from a position of mutual understanding and respect  Experience of managing priorities, processes and procedures in a complex service-delivery environment | **✓**  **✓**  **✓**  **✓**  **✓**  **✓** | **✓** |
| **Skills** |  |  |
| Outstanding project management skills including effective communication  Sensitivity to requirements of handling high profile VIPs and guests with social and emotional intelligence to handle such situations deftly  Excellent interpersonal skills with ability to develop and maintain good working relationships across and outside the University.  IT literate including proficient use of MS Office and an understanding of the use of databases in event management | **✓**  **✓**  **✓**  **✓** |  |
| **Attributes** |  |  |
| Adaptable and flexible  Ability to develop networks and manage conflicting priorities for self and others  Decisive and responsive  Customer focused  Empathy with the values and culture of the University of Bath  Resilient under pressure  Flexible and able to cope with competing demands  Diplomatic and willing and able to negotiate to achieve win-win / mutually-desired outcomes | **✓**  **✓**  **✓**  **✓**  **✓**  **✓**  **✓**  **✓** |  |