**Job Description**

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| **Job title** | **Admin and Events Coordinator**  **PT 1-year fixed post** |
| Reports to | Head of External Affairs, Universities UK International |
| Job purpose | Universities UK International delivers a wide range of events both in the UK and internationally.  These include:   * One day conferences such as the annual International Higher Education Forum and Go International conferences * Smaller scale network events around specific geographic and thematic areas * Outbound delegations – taking senior leaders from universities to key countries to meet senior stakeholders in those markets * In-bound delegations – welcoming international groups to the UK * Ad-hoc events on specific topics * Webinars   The Admin and Events coordinator will play an integral role in the delivery of these events with responsibility for particular strands of activity. |
| Principal activities | Activities will include:   * Liaising with venues, speakers and sponsors * Events marketing activities including delegate guides and delegation packs * Organising both UK and international travel arrangements * Helping manage events on the day, including welcoming speakers and delegates * Evaluating the success of events and delegations * Other events related administrative tasks such as the production of name badges, thank you cards |

This job description will be reviewed and amended in the light of changing professional demands. A job description is not a rigid or inflexible document but acts to provide guidelines to the duties expected while in post.

**Person Specification**

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| **Job Title: Admin and Events Coordinator**  **Directorate: Universities UK International** Grade: Operational 2 | | |
| **Essential/**  **Desirable** | **Qualifications, skills and training** | **Assessed by** |
| **Relevant experience** | | |
| Essential | Experience working on the delivery of events in a professional context | Application form and interview |
| Essential | Experience of working in a fast-paced environment with multiple priorities | Application form and interview |
| Desirable | Experience working in a higher education institution or related organisation | Application form and interview |
| Desirable | Experience working in an international context | Application form and interview |
| **Skills and personal qualities** | | |
| Essential | Excellent attention to detail | Application form, interview and test at interview |
| Essential | Excellent communicator both in writing and in person | Application form, interview and test at interview |
| Essential | Proactivity and ability to plan and manage her/his own time, work on several projects at once, and to meet deadlines. Strong organisational skills | Application form, interview |
| Essential | Good eye for design | Application form, interview |
| Essential | Proficient in MS Office | Application form, interview |
| Essential | Able to handle stress and remain calm | Application form, interview |
| Desirable | Design skills including use of InDesign | Application form and interview |
| **Knowledge** | | |
| Desirable | An understanding of higher education | Application form/interview |