**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
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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 |