

JOB DESCRIPTION

Post title: **Events Assistant**

Responsible to: **Senior Events Officer**

Salary grade: **Operational 2**

Job summary

The role

This is an exciting opportunity to join a new and growing events team at a not-for-profit organisation, which leads in providing the higher education sector with topical and pertinent events.

This role will support all four of the event functions: logistics, content, sponsorship and marketing. You will work closely with the Senior Events Officer, handling all delegate and speaker correspondence and taking the lead on managing logistics for some of the in-house seminars and workshops.

The Events Assistant role requires strong written and verbal communication skills, together with excellent organisational abilities. An interest or knowledge of the higher education sector will be an advantage, but more importantly you must have a willingness to learn and a proactive approach.

This role would ideally suit someone who has been working in an administrative role and is looking for an opportunity to move into the events field, or for someone who already works in an events role.

The working hours for this role are largely Monday-Friday 9-5, although a willingness and ability to work out-of-hours is necessary.

About you

You will have previous experience working in an administrative role, where you will have gained great attention to detail and creative problem-solving skills.

You will have excellent organisational abilities, such as planning and executing tasks within pre-agreed deadlines as well as managing demanding and unpredictable workloads.

You must have a 'can-do' attitude and work well as part of a team.

Main responsibilities:

- (i) Supporting the events team in delivering successful national higher education conferences and other Universities UK stakeholder engagement and political events.
- (ii) Supporting the design and development of conference brochures and delegate guides.
- (iii) Assisting the events team in liaising with speakers, sponsors and partners.
- (iv) Booking travel and accommodation for speakers and other UUK team members where necessary.
- (v) Responsible for all event administration (i.e. badges, evaluation forms, delegate lists etc)
- (vi) Manage delegate and guest enquiries, ensuring the highest level of customer care.
- (vii) Manage the events delegate booking system and make updates to event web pages as required.
- (viii) Drafting invitation letters and other correspondence to high-profile speakers.

- (ix) Managing venue logistics for some in-house events.
- (x) Assist on event days with tasks such as conference registration, note-taking, speaker liaison and helping with roving microphones.
- (xi) Contributing ideas to conference agenda development and assisting with new content research.
- (xii) Other duties from time to time as appropriate and subject to workloads.

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

POST: Events Assistant

GRADE: Operational 2

Essential/ Desirable	QUALIFICATIONS AND TRAINING	ASSESSED
<i>Essential</i>	Experience of developing and managing administrative processes and systems	<i>Application form/ interview</i>
<i>Essential</i>	Experience of working in a customer-facing role	<i>Application form/ interview</i>
<i>Desirable</i>	Experience of working in events preferably in conferences	<i>Application form/ interview</i>
<i>Essential</i>	Ability to prioritise own workload and manage several projects at concurrently	<i>Application form/ interview</i>
<i>Essential</i>	Extremely high standard of written English including drafting letters, and copy for various different mediums	<i>Application form/test/ interview</i>
<i>Essential</i>	Highly competent with use of basic Microsoft Office packages, including mail merge	<i>Application form/test/ interview</i>
<i>Essential</i>	Experience of using content management systems to update webpages	<i>Application form/ interview</i>
<i>Desirable</i>	Experienced in using event management software to facilitate and monitor guest bookings for events (e.g. Eventbrite, Participant)	<i>Application form/ interview</i>
<i>Desirable</i>	Experience of working in the university sector or knowledge of higher education policy and practice.	<i>Application form</i>

<i>Essential</i>	Flexibility to the needs of the organisation, including travel and attendance of events when required. This will involve some out-of hours working, e.g. early starts/late finishes on event days.	<i>Application form/interview</i>
<i>Essential</i>	Approachable with excellent interpersonal skills, including the ability to develop and maintain productive working relationships with a wide range of partners, colleagues and delegates.	<i>Interview</i>