Universities UK

NOVEMBER 2026

Events Officer:

Recruitment Pack

Contents

A message from our CEO, Vivienne Stern	2
Who are we?	3
Role description	4
Person specification	7
Working at UUK: Benefits	9
Equality, diversity and inclusion	11
Staff engagement and wellbeing at work	12



A message from our CEO, Vivienne Stern

Universities UK (UUK) is the collective voice of universities in England, Scotland, Wales and Northern Ireland. We bring them together to pursue a common cause: thriving universities, serving society.

My journey at UUK started as a Parliamentary Officer and I have progressed through the organisation from there, with the opportunity to work across a range of different teams, up to becoming CEO. This is testament to the fact that at UUK we support our people to succeed, helping us achieve our ambitious goals as an organisation as a result.

At UUK we believe that supporting our people to succeed involves prioritising wellbeing at work and being an inclusive employer. We employ a total of around 160 staff across the UUK Group. In our 2025 staff survey, we scored highly for caring about our employees and treating them with fairness and respect. We also have active staff networks, an equality, diversity and inclusion champions group, and mental health first aiders, who all play an important role in making UUK a friendly, safe and inclusive place to work.

I am continually inspired by the passion and talent of the team at UUK. If you care about higher education, its ability to transform people's lives and its impact on wider society, then, in my opinion, there is no better place to do it than here.

Who are we?

At Universities UK, we harness the power of the UK's universities and create the conditions for them to thrive. We are the collective voice of 142 universities, bringing them together to pursue a common cause: thriving universities, serving society.

This mission forms the core of our strategic plan which runs to 2030 and sets out our ambitions for the sector. Our influence, convening power, and insight will enable our universities to:

- transform the lives of more people from the UK and around the world through high-quality education.
- drive greater growth and prosperity through the knowledge and skills they generate, creating places that allow communities to flourish.
- be globally competitive centres of research, at the forefront of making ground-breaking discoveries with the power to change our world.

To help them achieve this we will:

- secure sustainable funding that enables our universities to serve society better.
- build trust and confidence that our universities are a national asset to be proud of and are acting in the best interests of society.



Role description

Post title: Events Officer, Universities UK International

Responsible to: Head of Events, Universities UK International

Salary: £35,685– £39,651 (dependant on experience)

Location: London

The team: The role sits within the Partnerships and External Affairs function of Universities UK International. The events team is a team of three; Head of Events, Events Manager and Events Officer.

Job summary: This is an excellent opportunity for someone who wants to build the experience in events to join a small and successful events team at Universities UK International (UUKi), a membership-body representing over 140 UK universities.

The event team works closely with colleagues in Policy and Communication to deliver events to support those working in member universities.

Our flagship two-day conference, the International Higher Education Forum, will be the main priority, the conference attracts over 300 delegates, speakers and sponsors. You will also support webinars and additional events.

The Event Officer role is responsible for all delegate and speaker communications, including supporting the marketing of the conference through creating and proofreading mailers.

The role requires the ability to work under pressure, diary management across external key stakeholders, strong organisational skills and attention to detail.

Knowledge of Excel, Canva and Microsoft Outlook would be desirable, alongside a willingness to learn online platforms used for registration and marketing.

Universities UK operates a hybrid working framework involving the opportunity to work from home and in the office. There will be a small number of roles where employees will be required to work from an office, but typically the majority of employees will be able to work remotely on average 60% of their working week. All employees are welcome to use their contractual office for their whole working week if that is their preference.

Main responsibilities:

- Responsible for speaker communication in the lead up to and post event, making sure briefing calls for sessions are arranged and follow up briefings sent. Making sure speakers having all relevant information and a positive speaker experience.

- Responsible for keeping the website updated on new speakers and the agenda, the creation of speaker social media assets and processing speaker expenses.

- Responsible for delegate communication in the lead up to and post event, including responding to delegate queries promptly. Making sure the delegates have all relevant information and a positive delegate experience.

- Supporting the design and development of the delegate guide and other marketing material including signage, badges and digital event branding.

- Supporting the events team by implementing marketing campaigns to attract delegates using a range of marketing channels including email, direct mail, social media (including paid for advertising), and writing copy for these different mediums.

- Support on event days with tasks such as conference registration, note-taking, speaker liaison and helping with roving microphones, at all times delivering excellent customer service. For online events, tasks include running Team webinar sessions and managing delegate chat boxes.

- Support building campaign email lists by using available data and ensure data is kept up to-date, at all times ensuring GDPR compliance.

- Liaising with conference media partners, sponsors and supporters to further the reach of the UUK conferences and events.

- Monitor success of event marketing activity including ensuring the use of the best channels for reaching and engaging audiences.

- Other duties from time to time as appropriate and subject to workloads.

Compliance and governance

- to take responsibility for own health and safety in line with UUK H&S policy and current legislation and undertake such responsibilities as they relate to any employees, volunteers or contractors for which the post is responsible.

- to ensure compliance with UUK's internal procedures and all external legal requirements.

Personal effectiveness

- to take responsibility as far as is practical for own personal development to ensure that personal knowledge and skills are updated to ensure effectiveness in meeting work objectives.

General

- to show respect to colleagues, external partners and stakeholders, and to understand and adhere to UUK's Equal Opportunity policy, UUK Staff Standards of Conduct, and UUK's organisational capabilities.

- to work collegially, and to support all the teams which the post has contact with, in achieving the organisation's objectives.

- any other duties commensurate with the grade and level of responsibility of this post, for which the post holder has the necessary experience and/or training.

- 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

Essential skills:

Essential skills	Assessment
Experience in an events and/or communications environment, including: proofreading and copywriting, digital marketing, management of social media channels including evaluation	CV and Cover Letter/Interview
Experience of working across multiple events, including recording of accurate information, coordinating multiple diaries	CV and Cover Letter/Interview
Highly organised: ability to plan and manage one's own time effectively across several projects at once	CV and Cover Letter/Interview
Experience of using, Canva, Teams Webinar, Zoom Webinar, mailchimp, CRM	CV and Cover Letter/Interview
PERSONAL QUALITIES Resilience and ability to maintain high-quality outputs meeting tight deadlines, even when under pressure, in a fast-paced environment	CV and Cover Letter/Interview
A "can do" attitude with a desire to help team members and stakeholders and the ability to think on your feet.	CV and Cover Letter/Interview
Demonstratable experience of embedding inclusivity into your work.	CV and Cover Letter/Interview

Desirable skills:

Desirable skills	Assessed by
Experience working in an international context and/or in the education sector	CV and Cover Letter/Interview
degree or equivalent experience	CV and Cover Letter/Interview

Working at UUK: Benefits

If you care about higher education, its ability to transform people's lives and impact wider society, joining our team is a great opportunity.

Universities play a huge part in our everyday lives, and we want to help them make even more of a difference. We bring together leaders of UK universities to discuss higher education issues and represent and campaign on their behalf to the government, business, the media and beyond.

People drive our success, and we value everyone's work.

Universities UK operates a hybrid working framework involving the opportunity to work from home and in the office. There will be a small number of roles where employees will be required to work from an office, but typically the majority of employees will be able to work remotely on average 60% of their working week. All employees are welcome to use their contractual office for their whole working week if that is their preference.

"I joined Universities UK three months after leaving university, and I immediately felt so welcomed and supported. I've been given opportunities to develop new skills, get involved in such a variety of interesting projects and work with colleagues across the organisation. It's a really friendly place to work and I feel trusted and valued to put my own views and ideas into practice."

Sofia Henderson, Senior Content Producer

TO FIND OUT MORE ABOUT STAFF BENEFITS AND WELLBEING, VISIT OUR WORKING AT UUK PAGE

Staff benefits

Leave



- 27 days annual leave rising to 30 days after 3 years' service and 32 days after 5 years' service plus bank holidays.
- 4 closure days between Christmas and New year.
- 2 days paid leave each year for volunteering activities

Well being

- Access to 24 hour 7 day a week Employee Assistant Programme which extends access to close family.
- Virtual Medical Care – 24 hour access to GP consultations.
- Mental Health First Aiders.
- Staff network groups.

Financial wellbeing



- Interest free season ticket loans after 6 months.
- Staff benefit fund loan scheme
- 'learn for you' – claim **£100 each** year tax free towards hobbies and activities outside of work.
- Funding support for continuing development, up to 2/3 of course costs paid with the remaining funded through an interest free loan recovered through monthly pay.
- Generous pension scheme (USS or SAUL depending on role).
- Salary sacrifice Cyclescheme.
- Salary progression plans.
- a £45 contribution every two years towards eye tests and the purchase of glasses where required.



Home working



- Hybrid Working policy – 40% of time averaged over a month to be spent in the office or meeting face to face with stakeholders, allowing 60% of time to be worked from home.
- Support for homeworking set up.

External schemes



- Charity worker discounts.
- Apple hardware discount scheme.
- Access to Able Futures for mental wellbeing support.

Our office facilities



- Tea/coffee/milk provided for refreshments.
- Kitchens available in all offices with access to fridges and microwaves.
- Shower facilities available (London and Cardiff).
- Cycle storage facilities.

Equality, diversity and inclusion

We want every member of staff to feel that they belong, can be themselves and that their opinion counts.

We can only reach our ambitious goals with multi-skilled, multi-experienced teams. Different perspectives make our work better.

What unites us is a passion for higher education and the enthusiasm to spread the message about the positive impacts UK universities have on our society.

We are committed to the equal treatment of all current and prospective employees and do not condone discrimination on the basis of age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity, or marriage and civil partnership. We aspire to have a diverse and inclusive workplace and strongly encourage suitably qualified applicants from a wide range of backgrounds to apply and join UUK.

An equal, inclusive and diverse place to work

Equality, diversity and inclusion help create new ideas and approaches to teaching, learning and research. With that in mind, we're building a culture where difference is valued. We're constantly evolving the programmes and tools that help all employees grow and manage rewarding careers.

TO FIND OUT MORE ABOUT EQUALITY, DIVERSITY AND INCLUSION AT UNIVERSITIES UK, READ OUR INCLUSION AND DIVERSITY ACTION PLAN

Staff engagement and wellbeing at work

Staff engagement

In our 2023 staff survey, we scored higher than similar organisations for caring about our employees and treating them with fairness and respect, and that 86 per cent felt proud to work for UUK.

Wellbeing at work

We care about the mental health and wellbeing of all our staff. Having open and honest conversations about mental health is important to us. Our commitment to staff wellbeing includes:

- Training some members of staff to become mental health first aiders so they are there for colleagues who need support and advice.
- Raising awareness by recognising Mental Health Awareness Week with external speakers, opportunities to come together and talk and take part in activities
- Training for managers and all staff on mental health awareness
- Employee Assistance support helpline.



Universities UK is the collective voice of 142 universities in England, Scotland, Wales and Northern Ireland.

Our mission is to create the conditions for

UK universities to be the best in the world; maximising their positive impact locally, nationally and globally.

Universities UK acts on behalf of universities, represented by their heads of institution

Universities UK

Woburn House
20 Tavistock Square
London, WC1H 9HQ

+44 (0)20 7419 4111
info@universitiesuk.ac.uk
universitiesuk.ac.uk
@UniversitiesUK

CC BY NC ND