

JOB DESCRIPTION

Job Title:	Events Management Officer	Grade:	SG6
Department:	Faculty of Business	Date of Job Evaluation:	April 2017
Role reports to:	Faculty Marketing & Communications Manager		
Direct Reports	Events Intern		
Indirect Reports:	None		
Other Key contacts:	None		
<p>This role profile is non-contractual and provided for guidance. It will be updated and amended from time to time in accordance with the changing needs of the University and the requirements of the job.</p>			

PURPOSE OF ROLE:

- The purpose of the role is to provide a focal point for the management of events in the Faculty of Business
- The role holder is responsible for the management of all events held within the Faculty which include open days, taster days, student events, academic conferences, external client training events and networking events, including event bookings within Hamilton House.
- The role holder is also responsible for liaison between the Faculty and the central Marketing and Development Office with regard to the marketing of events
- Excellent organisational knowledge, a good understanding of digital communications, project management skills and delivery is required to manage numerous projects and events
- You will report to the Faculty Marketing and Communications Manager but will have functional links to Heads of Department, the Marketing and Recruitment Team and Public Relations with regard to the marketing and management of events with external clients
- You will also have responsibility for the development and maintenance of links with regional partners to promote the use of Hamilton House and the Greenwich campus as an events venue

KEY ACCOUNTABILITIES:

Team Specific:

- The administration and organisation of events for the Faculty of Business in consultation and liaison with a broad range of colleagues both within and outside the University
- To set-up a programme of activities including workshops, presentations, catering and booking facilities for delegates
- To manage the organisation of events including the planning and coordination of associated activities, such as recruitment events and presentations from professional bodies and recruiters
- In liaison with the Faculty's Marketing Officer and Business Faculty Employability Office you will support activities which maximise the Faculty's enterprise profile and raises awareness of its activities and offer, through digital media, direct mailings,

advertisements, updating the Faculty website and communicating with students, network groups and external organisations

- Providing key expertise, guidance and administration support to academics and external organisations wishing to undertake employability events and enterprise related activities
- Support will typically include matters such as preparing budgets for new events and planning resource availability and timescales requiring research, analysis and decision making skill
- Organising events associated with the management of Employability Passport scheme including induction events, prize giving events and network and training events
- Organising events associated with the management of Career Mentoring Scheme including mentor and mentee training sessions and prize giving events
- Fulfil role of Local Safety Officer (alongside others within the faculty) in order to ensure Health and Safety of events activity, and wider faculty activity is effectively managed
- Liaise with the Business Development Manager with regard to commercial opportunities and the promotion of forthcoming events
- Arranging meetings with the Enterprise team and external clients and maintaining a high level of customer care at all times
- To update and chase actions ensuring compliance of agreed decisions
- To support other Administrative staff in administrative requirements and providing cover at peak intervals

Generic:

- To manage the preparation and production of marketing/promotional materials associated with events and maintain and develop details on conference/events and other enterprise activities on the Faculty of Business's website. Requires web editing competency
- Monitoring income and expenditure for events activities and conferences, and fully evaluating the conference and report to the Faculty Operating Officer and conference client
- Familiarisation with Syllabus+ timetabling software to make bookings and schedule courses and programmes for events
- Familiarity with Microsoft Office applications and in particular competence with Excel are required
- To undertake Health & Safety assessments as part of the administrative responsibilities of all staff. Particular requirements include DSE and office checks

Managing Self:

- Active role in dealing with diverse stakeholders consisting of institution academics, business directors/managers, local government officers and local community on a regular basis and utilising different communication techniques to work on enterprise initiatives

Core Requirements:

- Adhere to and promote the University's policies on Equality and Diversity and Information Security;
- Ensure compliance with Health & Safety and Data Protection Legislation;
- Support and promote the University's Sustainability policies, including the Carbon Management Plan, and carry out duties in a resource efficient way, recognising the shared responsibility of minimising the university's negative environmental impacts wherever possible

Additional Requirements:

- The role will require out of hours working and Saturday working on occasion, when supporting particular events
- The role holder may also be required to travel to any of the other University campuses in support of particular events

KEY PERFORMANCE INDICATORS:

- Delegate feedback from events
- Attendance levels at events
- Effective financial monitoring and reporting of events

KEY RELATIONSHIPS (Internal & External):

- Faculty Operating Officer
- Marketing Officer
- Employability Office
- Business Development Manager
- Principal Investigators
- Campus Events Manager
- Marketing and Recruitment Team
- Space Management Office
- Regional SME's
- Greenwich Borough Economic Development Unit
- Large Commercial Clients

PERSON SPECIFICATION
Essential
Experience

- Experience in Events/Project Management
- Experiences of working to tight deadlines
- Experience of Microsoft Office packages particularly Excel
- Experience of web page creation

Skills

- Excellent Customer Care skills
- Ability to work on own initiative
- Ability to work as part of a team
- Proven organisational and communication skills
- Proven attention to detail, and ability to think creatively

Desirable
Experience

- Experience of systems and procedures in Higher Education, working with staff at all levels within an organisation
- Experience of working with regional partners in the public and private sector
- Experience of partnership building, project management and delivery

Skills

- Project management skills and familiarity with planning software

- High level of literacy, including copy-writing and proof reading skills

Qualifications

- Degree level or equivalent qualification

Personal attributes

- We are looking for people who can help us deliver the [values](#) of the University of Greenwich: Excellence, Determination, Inclusivity, Ambition and Creativity

Qualifications

- N/A

Personal attributes

- N/A