UNIVERSITY OF EAST LONDON STUDENTS' UNION
JOB PROFILE

Job Title:	Interim Community and Student Events Manager	Reports to:	Deputy CEO (Membership)
Band:	C	Hours:	37.5 Temporary until end of October 2017
Salary:	£30,000 (pro-rata)		
Department:	Membership	Effective Date:	Immediate
Direct Reports:	None		

Job Purpose
An exciting opportunity has arisen at the University of East London Students' Union to shape and develop an environment that provides opportunities for our students to flourish, build strong networks and broaden their horizons through student-led events. This post has been created in partnership with the University of East London in relation to the institution's widening participation agenda. The OFFA funded position will support and develop the Union's provision of events and cultural activities, whilst motivating, training and developing the volunteers and elected officers who lead them.

The **Interim Community and Student Events Manager** will be responsible for supporting and developing activities that appeal to the University's academically and culturally diverse community, particularly those that meet the University's widening participation criteria, and develop programmes that inspire and reward students for taking up a leadership role. The post holder will empower a base number of students who will bring a student led events programme to life to drive a culture of participation and personal development that will help our students achieve their ambitions.

Principal Accountabilities
1. Plan and establish a student leadership programme targeted at students who meet the widening participation criteria
2. Create and develop a programme of student-led events based on research and is relevant to the needs of University of East London students.
3. Design and implement a resident's social programme in conjunction with student leaders which meets the needs of a diverse range of students.
4. Co-ordinate programmes of activities for new intakes of students including Freshers' Fairs
5. Develop the provision of cultural activities and events
6. Ensure that student events and activities are accessible to students who live off-campus and have varied curriculum timetables
7. Stimulate participation in activities by identifying needs and developing innovative programmes to meet those needs
8. Identify and develop suitable methods of engagement for students who meet the University's widening participation criteria

9. Conduct research to understand the motivations of students from widening participation backgrounds and identify strategies to engage them with the wider student community
10. Recruit students and enable them to create and lead events that are catered for each segment of students at University of East London.
11. Develop an accessible face-to-face and online training programme to cover a range of event management skills such as project management methods, event budgeting, broad based organising and publicity strategies.
12. Ensure student organisers are enabled carrying out risk assessments, adhere to health and safety regulations and that internal protocols are met.
13. Build and develop a network of student community organisers to stimulate a student led events programme.
14. Oversee a Community and Student Events budget, submit regular reports to demonstrate a return on investment and value for money.
15. Liaise with relevant University staff and departments to ensure best use of facilities, shared information and resources.
16. Produce a set of reports outlining participation levels and evident links to student retention, success and satisfaction.
17. To undertake other tasks and responsibilities compatible with the level and nature of the post as required by the DCEO (M) from time to time.
18. To carry out the above duties at the Docklands and Stratford campuses and other sites as necessary.

Training and professional development

The University of East London Students' Union considers regular and ongoing training as essential to job performance, satisfaction and career development. To enable these outcomes, the potholder will be invited to seek and to participate in training that is relevant to their duties as may be reasonably practicable and in accordance with departmental and organisational objectives.

Person Specification

(Education, Training and Work Qualifications Method of Assessment)

CRITERIA	ESSENTIAL	DESIRABLE	EVIDENCE
Education	A Levels or equivalent in any subject	First Degree Events Management Qualification.	Certificate(s)
Knowledge	Understanding of students' unions and how they operate	Knowledge of how Universities or other charitable organisations work	Interview
	Understanding of events management in a not-for-profit setting		Interview
	Knowledge of enacting health and safety practices and risk management protocols in an events management context	Understanding of the risk assessment process and health and safety protocols	Application / Interview
Experience	Proven experience of running a successful programme of events and activities		Application / Test / Interview
	Experience of recruiting volunteers and equipping them with skills to carry out set objectives		Interview
	Demonstrable experience of carrying out research in order to shape project work		Application / Interview
		Experience of scoping, resourcing, completing and measuring project work	Application / Interview
	Experience of budgeting for events and demonstrating return on investment		Interview
	Experience of planning communications and commissioning marketing materials		Application / Interview
Abilities	Strong communication skills, able to articulate themselves clearly in different ways to diverse audiences and stakeholders		Application / Test / Interview
	A willing team player and		Application /

CRITERIA	ESSENTIAL	DESIRABLE	EVIDENCE
	confidently shares ideas. Understands how to contribute professionally and can be relied upon		Interview
	Resilient and able to negotiate to find mutually satisfactory outcomes for all parties.	Independent and confident when holding discussions with a range of stakeholders, some with differing expectations.	Application / Interview
	Able to build rapport easily with others and to make themselves approachable.		Test / Interview
	Willing to accept that objectives and goals may change from time to time but is able to adjust in order to achieve them		Interview
	Demonstrates understanding of, and a commitment to UEL's purpose and values		Interview
	Recognises what people need and addresses issues to solve problems for them. Willing to listen and demonstrate patience and understanding		Interview
	Embraces change and is prepared to adapt style or methods as required. Flexible in approach and prepared to muck in where necessary		Interview