

## Job profile

<b>Job title</b>	Activities and events coordinator
<b>Reports to</b>	Activities and events manager
<b>Responsible for</b>	Graduate interns, student staff
<b>Salary</b>	£26,000

### Job purpose

The postholder will be responsible for supporting the development and delivery of activities and events, including establishing and working with student-led groups such as societies, clubs, associations, media, fundraising and volunteering. They will also deliver training and other development programmes for student leaders in student groups.

### Duties

- Support colleagues to implement an activities and events strategy and implementation plan which focus on creating and developing student groups – including societies, clubs, associations, media, fundraising, volunteering – entertainment and other events in a student-led and sustainable manner, with a focus on broadening and deepening engagement in such activities
- Contribute to projects in relevant areas such as induction/welcome, student development and event planning
- Implement training and other development programmes for student leaders in student groups, ensuring alignment with University projects where relevant and appropriate
- Organise and deliver training for planning, finance, risk assessment and other relevant actions is implemented and embedded in student-led activities and events
- Manage shared-use resources for student groups
- Engage with and support student groups to achieve their goals
- Oversee student group compliance with Union and University regulations and policies
- Support the development of digital service delivery
- Manage the team's performance
- Manage the team's budget

### Additional responsibilities of all staff

- Be a team player by working with colleagues and students across a range of projects
- Maintain high standard of professionalism, confidentiality and respect for student, colleagues and visitors
- Adhere to and apply the Union's values, policies and procedures
- Be responsible for observing and implementing good health and safety practices
- Travel to/between and work at all three UEL sites when required
- Attend committees, meetings, training, conferences and other events
- Attend occasional weekend and evening events, according to organisational needs
- Participate in major Union events and activities as and when required
- Undertake any other duties as reasonably requested by line manager

## **Person specification**

All criteria listed are essential for this role except where stated desirable.

### **Education/qualifications**

- Educated to degree level or equivalent experience in activities and events
- Relevant continuing professional development (desirable)

### **Professional experience**

- Working in a similar role with proven success
- Developing relevant solutions to target specific audiences
- Planning, executing and reviewing activities and events
- Risk management and health and safety (desirable)
- Developing and maintaining relationship with key stakeholders
- Managing teams of staff with proven success (desirable)
- Managing and working in a matrix management structure (desirable)

### **Knowledge, skills and abilities**

- Understanding of personal development through student groups
- Awareness of current trends in activities, events and experiences (desirable)
- Understanding of legislation and guidance affecting student activities (desirable)
- Higher education and the challenges facing students and universities (desirable)
- Excellent organisational skills including managing conflicting priorities and a diverse workload
- Able to take on responsibility for delivering tasks to ensure targets are met
- Able to communicate and work effectively in a team and using own initiative
- Excellent inter-personal skills including being able to clearly communicate with other staff members at all levels
- Excellent IT skills including Microsoft Office
- Innovative and creative approach to work

### **Personal attributes**

- Willing and able to work in a fast-paced, challenging environment
- Willing and able to work in a student-led, democratic organisation
- Willing and able to work flexibly including occasional evenings and weekends
- Understand and appreciate culture and climate of modern students' unions
- Sensitive to the needs of a diverse community and cultural differences