

JOB DESCRIPTION

Job Title: Event & Engagement Coordinator (UoBe Festival)

Responsible to: Executive Assistant

Responsible for: Student Staff Team (as appropriate)

Summary of Post: This post is funded through a partnership between the University of Birmingham Academic Services and the Guild of Students to deliver the first UoBe Festival and in particular lead on the Social theme/strand of activity for the programme. The postholder is expected to use their knowledge and experience to lead on the Social theme project and to proactively target and engage all students in Guild related activities and events. This includes supporting Guild teams in organising and running activities and events that support UoBe Festival.

DUTIES & RESPONSIBILITIES

1. To work with the Executive Assistant to lead on the development of the Social theme identity work in order to develop activities and events to proactively engage students studying at the University of Birmingham.
2. To build relationships and work collaboratively with the UoBe Festival project management team adhering to the project plan and milestones, as appropriate.
3. To work collaboratively with the UoBe Festival Project Team in the development of key project deliverables and to attend other theme meetings, as appropriate.
4. To lead the development and delivery in order to offer a varied programme of events and activities to facilitate student involvement and engagement in the Social theme, and in consideration of other themes.
5. To lead on the development of memorable events during UoBe Festival.
6. To maintain records and oversight of project budget/s relating to project activity, and in particular all Social theme activity costs and report to the Project Manager.
7. To support project communications in relation to the Social theme and as part of a broader UoBe Festival campaign.
8. To develop and effectively support implementation of a Social theme marketing plan – as part of broader UoBe Festival campaign.

9. To lead the review of Social theme, following year one delivery, and develop evaluation and monitoring systems, to report on events and activities.
10. To identify key collaboration opportunities between the Guild and University departments that increase engagement of students during UoBe Festival.
11. To work with the Officer team to support engagement with the UoBe Festival project Management team.
12. To recruit, train and manage a cohort of student developers to effectively develop and deliver elements of UoBe Festival.
13. To champion, support and develop the UoBe Festival vision – this will involve meetings, presentations and discussions with colleagues across the University and the Guild of Students.
14. To support development and implementation of creative branding concept for UoBe Festival.
15. To build and maintain excellent professional working relationships with University stakeholders.
16. To undertake appropriate training and personal development as required for the role.
17. To participate as a member of the HR & Admin team, the Operations Directorate and Guild team, and the UoBE Festival project management team.
18. To adhere to all relevant Guild Policy with particular reference to health & safety and environmental and any relevant Guild Policy where it may impact upon your role
19. To support the work of the HR & Admin team, where necessary, in the event of sickness, holiday or other exceptional circumstances.
20. To portray a positive image of the Guild and University both internally and externally, and set high standards of personal integrity and professionalism, leading by personal example.
21. To undertake such other duties as may be reasonably required, consistent with the nature and grade of the post.

Nov 2019

Person Specification: Event & Engagement Coordinator (UoBe Festival)

	You must be able to demonstrate in your application that you have;	Essential	Desirable
QUALIFICATIONS			
1	Good general education to A level standard, typically including Maths and English at least to GCSE C, or equivalent	✓	
KNOWLEDGE AND EXPERIENCE			
2	Relevant experience of coordinating project/s within a given timeframe and budget	✓	
3	Knowledge of legislation and policy relating to events and activities	✓	
4	Experience of coordinating events, trips and activities	✓	
5	Experience of delivering training and managing volunteers and/or staff	✓	
6	Experience of developing relationships with students and/or stakeholders to deliver objectives	✓	
7	Experience of marketing, promotion and awareness through social media and other mediums	✓	
8	Experience of Project Evaluation	✓	
10	Experience of student engagement and involvement		✓
SKILLS AND ABILITIES			
11	Ability to communicate effectively with students one-to-one and in groups	✓	
12	Ability to contribute to organisation-wide initiatives	✓	
13	Ability to establish strong working relationships with a wide range of individuals both within and outside the Guild, to include the University, students, staff, clients and employers	✓	
14	Information gathering skills, for example acquiring knowledge of relevant legislation, volunteering issues and community need	✓	
15	Ability to work using own initiative and as part of a team	✓	
16	Strong organisational skills, in order to be able to carry out a number of tasks in a busy environment	✓	
17	Computer literacy - standard office software including competent use of Excel spread sheets and keyboard skills. Familiarity with the internet and social media. (Use of databases would be advantageous)	✓	
PERSONAL QUALITIES			
18	Understanding of and a commitment to Equality of Opportunity	✓	
19	Team focussed	✓	
20	Self-motivated	✓	
21	Flexible	✓	
22	Customer focus	✓	
23	Committed to continuously improving service delivery	✓	
24	Persistent & able to persuade others to meet your deadlines	✓	
25	Attention to detail	✓	