

## JOB DESCRIPTION

Job Title:	Event & Engagement Coordinator (International and Postgraduate)
Responsible to:	Jobs, Skills and Volunteering (JSV) Manager
Responsible for:	Student Staff Team (as appropriate)
Summary of Post:	To proactively target and engage postgraduate and international students in the activities and events of The Guild. This includes supporting Guild teams in increasing postgraduate and international participation as well as organising and running events and activities that support the Officer team. You will be required to understand the barriers to participation of these groups and share this information with others to improve engagement with these underrepresented groups.

## DUTIES & RESPONSIBILITIES

1. To work with the JSV Manager to develop activities and events proactively engaging postgraduate and international students studying at the University of Birmingham.
2. To build relationships with postgraduate and international students, and offer a varied programme of events and activity to facilitate their involvement and engagement within the Guild.
3. To understand the needs of postgraduate and international students, in order to effectively implement support mechanisms that increase engagement, working closely with other Guild colleagues.
4. To develop evaluation and monitoring systems, reporting on events and activities on a regular basis.
5. To coordinate the volunteer service which provides informal support for International students
6. To identify key collaboration opportunities between the Guild and University departments that increase engagement of postgraduate and international students
7. To work with the Officer team to support activity that engages with postgraduate and international students.
8. To develop and effectively market a long term programme of events and activity that engages postgraduate and international students, including welcome week.
9. To build and maintain excellent professional working relationships with University and Community stakeholders.
10. To recruit, train and manage a cohort of student volunteers to effectively support international and postgraduate students.

11. To research and produce up to date literature, information and reports on international and postgraduate engagement, to be shared as required.
12. To engage with relevant student groups, societies and associations of the Guild and to develop their capacity to enable them to achieve their potential.
13. To provide and facilitate excellent service to all the students ensuring reviews and evaluations take place to improve and develop the services.
14. To update systems and ensure all administrative tasks relating to the running of the service are carried out appropriately.
15. To undertake appropriate training and personal development as required for the role.
16. To participate as a member of the JSV team, the Support and Development Directorate and Guild team.
17. 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
18. To support the work of the JSV team, where necessary, in the event of sickness, holiday or other exceptional circumstances.
19. To portray a positive image of the Guild both internally and externally, and set high standards of personal integrity and professionalism, leading by personal example.
20. To undertake such other duties as may be reasonably required, consistent with the nature and grade of the post.

August 2018

**Person Specification: Event & Engagement Coordinator (International & Postgraduate)**

	You must be able to demonstrate in your application that you have;	Essential	Desirable
<b>QUALIFICATIONS</b>			
1	Good general education to A level standard, typically including Maths and English at least to GCSE C, or equivalent	✓	
<b>KNOWLEDGE AND EXPERIENCE</b>			
2	Relevant experience of coordinating project/s within a given timeframe and budget	✓	
3	Knowledge of legislation and policy relating to volunteering	✓	
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	Knowledge of international and postgraduate students		✓
<b>SKILLS AND ABILITIES</b>			
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	✓	
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)	✓	
<b>PERSONAL QUALITIES</b>			
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	✓	