Events Coordinator (Faculty)

Job Description

Position overview

<table>
<thead>
<tr>
<th>Department</th>
<th>Operations and Resourcing</th>
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<tbody>
<tr>
<td>Location</td>
<td>Devon House, London (campus-based position)</td>
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<tr>
<td>Term</td>
<td>Full-time; permanent</td>
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<tr>
<td>Salary</td>
<td>£29,000 - £30,450 per annum, depending on experience</td>
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<tr>
<td>Benefits</td>
<td>Generous benefits package including 25 days holiday allowance pro rata (excl. Bank holidays), group life assurance, group income protection, pension schemes and private healthcare (optional)</td>
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<td>Start</td>
<td>ASAP</td>
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Northeastern University London is going through a significant period of growth and is looking to hire an additional Events Coordinator to join the Events team, with a particular focus on organising and managing faculty-led and general staff events. The role will work across the wider Student Life team and support multiple types of events, including experiential learning, academic conferences, book launches, guest lectures, staffing training events and more.

This position will be responsible for full logistical organisation of assigned events including communication, ticket and guest management booking, catering, staffing, marketing, budget management and delivery. The person in this role will have proven experience of organising events, problem solving, be delivery driven and have a meticulous attention to detail. Due to the nature of the role, out of hours work will be a requirement for events and the post holder will need to be flexible in working hours. This position will report to the Events Manager, but the person will also be accountable to other managers within the wider Student Life Team in accordance with events assigned.

Duties and Responsibilities
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- Working with the team to plan and organise all aspects of assigned events, conferences, book launches, trainings, lunches, workshops etc.
- Manage all aspects of event administration, including planning, communications, logistics, on the day management, risk assessments, evaluation and budgeting.
- Adhere to the university’s events policy and process, and ensure close collaboration with all stakeholders, such as events team, facilities, security etc.
- Responsible for successful execution of smaller events from inception to completion, and in other cases contributing as a good team player for larger events.
- Ensure post-event administration responsibilities are undertaken in a timely manner, including invoicing, debriefs, event surveys etc.
- Supporting role in university network events hosted in London, such as graduation, welcome week, alumni relations events.
- Build and maintain strong relationships with a database of event suppliers, such as catering, designers, furniture and venue hire etc.
- Ensure all events are inclusive and in line with the Equality, Diversity and Inclusion strategy, and are in line with the university’s Sustainability commitments.

Other Duties

- Developing and maintaining excellent working relationships with the staff and student community.
- Foster a positive work environment with a good team spirit, including the wider support teams with student experience at the forefront of all efforts.
- Any other duties commensurate with the level of responsibility of this post, for which the post holder has the necessary experience and/or training and as instructed by Management.
- Developing ways to constantly improve the events process and effectiveness.

About the University

Founded in 2012, Northeastern University London (formerly known as New College of the Humanities) has established itself as a prestigious higher education institution based in the heart of London. After becoming part of Northeastern University’s global network in early 2019, the University has undergone a period of rapid growth, having been granted Taught Degree Awarding Powers in February 2020 and moved to a new, state-of-the-art campus in 2021. The University continues to grow further expanding its student cohort, courses, network and opportunities.
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Person specification criteria (essential / desirable)

Education, Qualifications and Training

- Undergraduate degree [D]

Experience

- Experience with event management [E]
- Experience in Project Management and being able to manage multiple projects at the same time [D]
- Experience of event budget management [D]
- Experience of working in a University or Academic setting [D]
- Experience of working with a range of stakeholders [D]

Knowledge, Skills and Abilities

- Good written communications and strong interpersonal skills [E]
- Great passion for events and finding ways to go above and beyond to deliver a fantastic event experience [E]
- Excellent organisation skills and ability to prioritise and work under pressure [E]
- Able to work collaboratively and effectively in a team environment [E]
- Ability to adapt quickly (and positively) to changing demands and priorities [E]
- Excellent IT skills, including Excel and Word [E]

Application process

Applications should be made via this link by 20:00 on 26th July 2023. Please reference your application “ECF0723”. Participation in the equal opportunities section is encouraged, but voluntary.

Applications must include a covering letter of no more than one page and a full curriculum vitae.

Applications are welcome from all sections of the community and will be judged on merit alone. Candidates must be able to demonstrate their eligibility to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006.