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| **Job Title** | Events Officer |
| **School / Service** | External Relations |
| **Grade and Salary Range** | D |
| **Location and Hybrid working status** | Docklands |
| **Reporting to** | Events Manager |
| **Responsible for** | Student Ambassadors |
| **Liaison with** | Schools and other services |
| **Contract type** | Full-time/Permanent |

Build your career, follow your passion, be inspired by our environment of success **#BeTheChange**

**THE UNIVERSITY OF EAST LONDON**

If you are seeking a career that combines cutting-edge education with a passion for creating positive change, look no further than the University of East London. Founded in 1898 to meet the skills needs of the 2nd industrial revolution, we’re now in Year 5 of our transformational 10-year Vision 2028 strategic plan, spearheaded by our Vice-Chancellor and President, Professor Amanda Broderick.

Our goal is to advance industry 5.0 careers-first education and provide a clear path to the jobs and opportunities of the future. We are committed to driving diversity in the 5.0 talent pipeline, working in partnership to promote talent wherever it is found and creating a sustainable, inclusive, and green future.

But we can't achieve this goal alone. We need forward-thinking, innovative, and curious individuals like you to join our community and help us shape the future. As part of our team, you'll have the opportunity to work with a diverse range of people who share your passion for creating positive change. We’re an inclusive and welcoming community that is constantly moving forward, never satisfied with the status quo.

If you're ready to join a team that values your unique skills and perspectives and is dedicated to making a difference, we invite you to explore a career with us. We are excited to welcome talented individuals who are committed to advancing their careers while making a positive impact on the world.

**THE DEPARTMENT (EXTERNAL RELATIONS)**

We have built an external relations directorate that has brought together an integrated Communications & Engagement and Student Recruitment & Marketing service. The directorate is made up of several teams, including Communications & Engagement, Marketing, Recruitment and Conversion, Outreach and Access, Design and Digital, Events and Advancement, and the International Office. We are looking for team members who will be part of embedding an innovative practice to our external relations directorate and enjoy working in an agile environment as we work towards a culture of the ‘continuous new’.

**JOB PURPOSE**

To work as part of the events team to deliver successful in-person, virtual and hybrid events for audiences of up to 20,000. You will be responsible for leading smaller cross-institutional events as well as being an instrumental part of the team in creating dynamic events that increase stakeholder engagement and rival competitors.

Building customer/client experience is paramount within the role, particularly with the student-facing events and bi-annual graduation ceremonies. You should be able to critically evaluate events as necessary, from start to finish, to create and ensure excellence in brand and reputation.

**KEY DUTIES AND RESPONSIBILITIES**

* To device and implement innovative events strategies to enhance UEL’s reputation and brand, specifically focusing on events targeting staff and senior stakeholders
* To look after key areas at specific events, including the coordination and management of temporary staff for larger events, including initial briefings and management of timesheets etc.
* To provide overarching support delivery of the prestigious graduation ceremonies
* Regular liaison with key internal departments and external contractors
* Drafting and sending tailored communications regarding events to staff, students, and other stakeholders
* Communicate using the CRM system, tailoring messaging as necessary and filtering data to ensure the correct students are contacted
* To represent the events team at meetings, presenting event plans to stakeholders as necessary
* To advise schools and services on the best practice and assist where necessary at their own led events
* To carry out risk assessments in line with current health & safety procedures
* To approach and secure high-profile names, including our honourary graduates, for the events across all the key university subject areas, and work with senior management to execute them successfully for all staff, students, general public, governors, and other key stakeholders
* Any other duties appropriate to the role, as required
* Work in accordance with and promote UEL’s policies and practices on equality and diversity

**KNOWLEDGE, SKILLS, AND EXPERIENCE**

**Essential**

* Experience of working in events, including in-person and virtual delivery
* Ability to effectively liaise with a range of internal and external stakeholders to deliver a first-class event
* Proven ability to remain calm under pressure, operate in a crisis and deliver to very tight and demanding deadlines
* Willingness to work some long days, evenings and weekends (with agreed time off in lieu)

**Desirable**

* Can demonstrate the planning and delivery of a hybrid event
* Ability to demonstrate usage of social media, SEO, and Content Management Systems for the purpose of events marketing, reputation optimisation, and brand management
* Ability to use own initiative to solve problems

**COMPETENCIES REQUIRED**

* Excellent organisational and planning skills with the ability to remain calm, prioritise and meet, often tight and demanding, deadlines
* Demonstrates and aptitude for continuous improvement, seeks opportunities to save time, money, and effort, without cutting corners
* Commitment to and understanding of equality and diversity issues within a diverse and multicultural environment

**EDUCATION, QUALIFICATIONS AND ACHIEVEMENTS**

* A degree or equivalent relevant professional experience

UEL are an inclusive equal opportunities employer and are proud of our Equality, Diversity and Inclusivity achievements. We expect all employees of UEL to embrace our EDI policy and will not tolerate discrimination in any form.

So, if you’d like to take your career to the next level with us here at the University of East London and are inspired by our environment and drive for success, we want you to apply today!