## Events Officer

**Department:** Communications, External Relations  

**Hours of work:** Part time, 22.2 hours per week (0.6 FTE)  

**Contract type:** Fixed term for 12 months  

**Salary:** Grade 6, £33,309 to £40,927 per year (reduced pro rata for part time working)
Introduction

The Events Office seeks to appoint an experienced events management specialist to join the high-performing Events Team.

The role of the Events Officer is to provide a professional events service by organising a range of corporate and public events for the University and providing events management support to University departments. The role-holder will report to the Head of Events and will be part of the team responsible for the delivery of events (both in-person and online) for the University including York Festival of Ideas, the VIP elements of Graduation, and a range of other public and corporate events.

The role holder will also work closely with staff across the University to deliver all aspects of events, and to provide experienced events management advice as required.

The Events Office is a part of Communications in the Department of External Relations.

The role will necessitate working unsocial hours at times, particularly during York Festival of Ideas in June.

This role is being offered on a 12-month part-time, fixed-term contract (22.20 hours per week).

Main purpose of the role

To deliver corporate and public-facing events for the University, including York Festival of Ideas, and VIP elements of Graduation.

To work with colleagues across the University to deliver a professional events service, and to provide experienced advice.

Key responsibilities

(Role holders will be required to undertake some or all of the duties below)

- to develop, plan and deliver a range of University corporate and public-facing events both in-person and online
- to liaise with internal and external stakeholders to ascertain precise event requirements
- to produce detailed proposals for events (timelines, venues, suppliers, staffing and budgets)
- to identify and book venues, caterers and any display equipment required
- to coordinate venue management including liaison with caterers and suppliers
- to coordinate arrangements for car-parking, first aid, hospitality, the media for events
- to liaise closely with speakers and VIP visitors to the University to arrange travel, accommodation etc and to provide detailed briefings
- to give events-management advice to University colleagues as needed
- to maintain and develop an events database which will include all key University internal and external stakeholders
- to contribute creatively to forward events planning discussions
- to research opportunities to develop and extend the University of York events programme
- to provide event briefings and draft speeches for senior staff hosting events
- to coordinate post-event evaluation and stakeholder database updates
- to provide any other administrative support to the Head of Events as required
• The above list of duties is not exhaustive and is subject to change. The post holder may be required to undertake other duties within the scope and grading of the post and the post-holder must be prepared to work unsocial hours as events are most often held in the evening and sometimes at weekends.
## Person specification

### Qualifications
- **Degree or equivalent experience**
  - *Essential*
- **Events Management experience**
  - *Essential*

### Knowledge
- **Knowledge of administrative practices**
  - *Essential*
- **Knowledge of the Higher Education sector**
  - *Desirable*
- **Knowledge and understanding of marketing practices and techniques**
  - *Desirable*
- **Knowledge of education at primary and secondary levels**
  - *Desirable*

### Skills, abilities and competencies
- **Excellent IT skills including the use of Microsoft Office including PowerPoint**
  - *Essential*
- **Ability to quickly acquire new IT skills**
  - *Essential*
- **Ability to use large complex databases**
  - *Essential*
- **Excellent writing skills**
  - *Essential*
- **Ability to engage with a wide range of different people**
  - *Essential*
- **Ability to work to tight deadlines**
  - *Essential*
- **Use of Raiser’s Edge relational database**
  - *Desirable*
- **Web-authoring using a Web Content Management System**
  - *Desirable*
- **Able to solve problems quickly and efficiently under pressure**
  - *Essential*

### Experience
- **Significant Events management experience, particularly of large-scale in-person events**
  - *Essential*
- **Experience of writing speeches**
  - *Desirable*
- **Experience of delivering events online**
  - *Desirable*

### Personal attributes
- **Excellent interpersonal skills**
  - *Essential*
- **Ability to work as part of a team and work independently**
  - *Essential*
<table>
<thead>
<tr>
<th>Tact and diplomacy</th>
<th>Essential</th>
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<tbody>
<tr>
<td>Excellent organisational skills</td>
<td>Essential</td>
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<tr>
<td>Professional, helpful and approachable attitude, with a diplomatic, confident and efficient manner in dealing with a range of people and situations</td>
<td>Essential</td>
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<td>A high degree of attention to detail</td>
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<td>Resourcefulness</td>
<td>Essential</td>
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<td>Willing to work flexibly</td>
<td>Essential</td>
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