Events Coordinator

Job Description

POSITION OVERVIEW

<table>
<thead>
<tr>
<th>Department</th>
<th>Resourcing and Operations</th>
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<tbody>
<tr>
<td>Location</td>
<td>Devon House, London (campus-based)</td>
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<tr>
<td>Term</td>
<td>Full-time; permanent</td>
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<tr>
<td>Hours</td>
<td>Monday to Friday (38 hours per week); 09:00 – 17:30</td>
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<td>Salary</td>
<td>£30,000-£34,000 per annum, depending on experience</td>
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<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>April 2022</td>
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The Events Coordinator plans and delivers College wide events. This includes Graduation, Freshers and student inductions, conferences, Faculty events and more. Events are intrinsic to the student and staff experience at the College. The person in this role will have proven experience of problem solving be delivery driven and have a meticulous attention to detail. The role reports into the Head of Student Life and sits within the Operations and Resources team.

This position's responsibilities include: full logistical organisation of events, including communications with stakeholders, arranging food and beverages, detailed itineraries and budget management. 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.
Duties and Responsibilities

- Working with the Head of Student Life to plan and organise large scale College-wide events, such as Graduation, Orientation etc. Manage all aspects from event administration, including planning, communications, logistics, on the day management, risk assessments, evaluation and budgeting.
- Collaboration with Faculty and Professional Staff to support and plan, communicate, and prepare internal events.
- Collaboration with the Student Union and/or Global Mobility team supporting on Campus events, where required.
- Supporting role in Northeastern network events held in London.
- Plan and organise extra-curricular and co-curricular events, where assigned.
- Maintain and communicate the annual event calendar for the College.
- Build and maintain strong relationships with a database of event suppliers, such as catering, furniture hire, venue hire etc.
- Close collaboration with the wider Operational team in the event approval process in accordance with policies and procedures.
- Ensure all events are inclusive and in line with the Equality, Diversity and Inclusion strategy.

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 the Management.

About the College

Founded in 2012, 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 College 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. NCH continues to grow taking in further expanding its student cohort, courses, network and opportunities.

**Person Specification Criteria (Essential / Desirable)**

**Education, Qualifications and Training**
- Undergraduate degree [D]

**Experience**
- Experience with event management related to larger scale student activities [E]
- Experience in Project Management and being able to manage multiple projects at the same time [E]
- Experience of budget management [E]
- Experience of working in a University or Academic setting is [E]

**Knowledge, Skills and Abilities**
- Good written communications and strong interpersonal skills to deal with individuals at various levels [E]
- Excelled 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 20 March 2022. Please reference your application "EVC222". 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.