**Job Description:** **Student Events Coordinator**

**Salary:** £ 23,382

**Responsible to: Student Events & Entertainment Team Leader**

**Responsible for: Student Staff**

This job description is a guide to the work you will initially be required to undertake. It may be changed from time to time to meet changing circumstances. It does not form part of your Contract of Employment.

1. **Purpose of Post:**

To programme, develop and evaluate the Give It A Go programme at the Students’ Union. To increase student engagement at the SU by creating activities and opportunities for all our student population.

1. **Main Duties and Responsibilities**

**Delivering student events**

* Plan, deliver and develop our Give It A Go programme with the main focus to enhance the student experience and contribute to creating strong and vibrant student communities.
* Under the direction of the Events and Entertainment Team Leader, support the delivery of all our centralised events, including but not limited to Welcome, Welcome Back, Elections, and Student Volunteering Week.
* Assist in all relevant event administration including risk assessments, trip proposal forms, budgets, and any other relevant documentation.
* Support with marketing promotion for the GIAG programme including HSU website, physical promotion, mailing lists and HSU events Instagram.
* Effectively manage and support any staff under your responsibility and positively contribute to their performance, satisfaction, motivation; developing and inspiring them to achieve their best.

**Supporting Department Activity and Strategy**

* Work with the Events and Entertainment Team Leader to continuously improve the service delivery of your area of responsibility and ensure that your service offer remains relevant to students.
* Be responsible for and accountable for any budgetary or finance functions under your area of responsibility.
* Support the delivery of the Union’s strategy within the Student Communities and Development team and beyond, taking responsibility for targets and KPIs within your area of activity.

**Collaborative working and creating new partnerships**

* Advise where appropriate elected Officers and student representatives in the planning and implementation of events.
* Work in partnership with the University and collaborate with appropriate external stakeholders to raise the Students' Union's profile within the city and region.
* Be an advocate for the Students' Union and take a pro-active role in representing the Students' Union at relevant meetings and committees, including servicing committees and meetings as required.
* Deal with requests and queries from a variety of groups and individuals, ensuring outstanding customer service
* Any other duties, commensurate with the grade of the post.

**PERSON SPECIFICATION**

**Job Title: Student Events Coordinator**

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| **Requirements** | **Essential (E)** **Desirable (D)** | Assessed by\* |
| **1** | **Qualifications/Training** |  |  |
| 1.1 | Good general education, typically to degree level or equivalent or relevant experience | E | A |
| 1.2 | Events management qualification  | D | A |
| **2** | **Experience**  |  |  |
| 2.1 | Experience of devising, planning, risk assessing and delivering events, activities, projects and training that demonstrate successful outcomes.  | E | A/I/T |
| 2.2 | Previous experience of working with students, student leaders and/or volunteers  | D | I |
| 2.3 | Previous experience of successful partnership and collaborative working  | E | A/I |
| 2.4 | Proven experience of monitoring, evaluating and reporting the impact of services and activities  | D | A/I |
| 2.5 | Demonstrable experience of engaging with customers to deliver of an outstanding level of service.  | E | A/I |
| **3** | **Knowledge** |  |  |
| 3.1 | Ability to use digital technology to increase stakeholder engagement.  | E | A/I |
| 3.2 | Ability to manage student staff and volunteers effectively, creating an environment where they are motivated and supported to achieve their goals  | D | I |
| **4** | **Skills & Attributes** |  |  |
| 4.1 | Ability to manage own performance effectively in order achieve organisational objectives and targets  | E | I |
| 4.2 | Effective communication skills, both written and verbal, report writing skills, experience of delivering presentations and communicating with people at all levels.  | E | A/I/T |
| 4.3 | Ability to develop creative approaches to problem solving  | E | A/I/T |
| 4.4 | A collaborative approach to working with internal and external stakeholders to develop and promote an organisation.  | D | A/I |
| 4.5 | Able to work some evenings and weekends to meet the events calendar demands | E | I |

**\*A – Application, T – Task, I – Interview**