



EVENTS **OFFICER**

**JOB DESCRIPTION
& PERSON SPECIFICATION**

JOB DESCRIPTION

CONTEXT

The role of the College's Events Officer will be to contribute to the Personal Development programme for its students by planning and delivering college-wide events. The role is varied and fast-paced and includes planning, research, student engagement, stakeholder relations and event management.

MANAGEMENT ACCOUNTABILITY

Responsible to: Marketing & Communications Coordinator

MAIN PURPOSE OF JOB

The Events Officer role will target the development of students' personal, social and employability skills to ensure they become resilient, self-confident and self-assured through a wide range of events and activities. Using expertise from a range of services within the College and drawing on specialist knowledge from external agencies, you will provide students with opportunities to keep themselves fit and healthy, both physically and emotionally. You will plan, promote and deliver a range of events and opportunities, which reflect students' interests, to become responsible, active citizens with an awareness of the demands of living and working in Modern Britain. Provide excellent customer service giving students access to a range of opportunities, across all four campuses, which reflect students' interests.

DUTIES AND RESPONSIBILITIES

- Develop, support and facilitate the College's full range of student focused events across all campuses
- Liaise and network with a range of stakeholders including existing and prospective students; colleagues; and partner organisations
- Have a proactive interest in modern developments, social interests, and current affairs to promote social responsibility.
- Support the Marketing team's events and recruitment activities
- Build positive relationships with local businesses and stakeholders that generate enrichment and leisure opportunities for students
- Actively champion the student voice through meeting with student ambassadors and gathering feedback on 'student life'
- Identify and plan student-centered social media content with the College's Digital Content team

JOB DESCRIPTION

GENERAL AND COLLEGE RESPONSIBILITIES

- Participate actively and flexibly in a range of College-wide activities, such as enrolment, marketing events and community engagement
- Participate in training and team development activities, to update knowledge and skills
- Be aware of and comply with the health and safety legislation and other College requirements that are relevant to the post
- All employees have a general duty in law to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions
- Understand and be committed to the College's Health and Safety Policy statement and the College's safety priorities and be aware of their contribution to such priorities
- Demonstrate commitment and enthusiasm to promote the principle of equality and diversity in employment and service delivery
- Be familiar with and promote the Equality and Diversity Policy
- Be familiar with Safeguarding requirements as outlined in the Safeguarding Policy and comply with its requirements to safeguard and protect the welfare of children, young people and vulnerable adults.
- Undertake such additional duties or projects as the Principal or line manager may determine from time to time, after consultation with the post holder.

NOTE: Please be aware that the duties and responsibilities outlined above are not exhaustive and may be varied from time to time after consultation with the jobholder. They do not form part of the jobholder's contract of employment.

PERSON SPECIFICATION

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Core Competencies, Behaviours, Qualities and Skills

- A 'can do' outcome focused attitude and approach, resourceful and works to make things happen taking others along with them
- A drive to improve performance and deliver outstanding results through new, innovative and more effective ways of working
- Excellent communication skills, works effectively within a team, see the potential in others and understands the impact of their actions on colleagues
- Excellent interpersonal and negotiation skills with the ability to persuade influence and, when appropriate, challenge with diplomacy
- A creative and analytical thinking style, applying tenacity in the face of obstacles
- A passion for engaging young people in activities and events to develop their personal and social skills
- A high level of personal integrity, who displays respect and empathy for others and is consistent, open and honest
- A confidence with technology and able to use technology to enhance overall quality of work

QUALIFICATIONS AND EXPERIENCE

- Educated at degree level, or professional experience ideally in Events, Marketing or a related field
- Experience working on events
- Demonstrable customer service expertise
- Experience working with young people aged 16-19
- A working knowledge of record keeping and general administration
- A sound grasp of social media platforms Instagram and TikTok
- Experience in working to tight deadlines