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| UNIVERSITY OF NOTTINGHAM  RECRUITMENT ROLE PROFILE FORM |

**Job Title:** Events Assistant

**School/Department:** Campaign & Alumni Relations Office (CARO)

**Salary:** £16705 - £19802 per annum, depending on skills and experience. Salary progression beyond this scale is subject to performance

**Job Family and Level:** Administrative, Professional & Managerial 2

**Contract Status:** Permanent

**Hours of Work:** 36.25 hours per week

**Location:**  University Park

**Reporting to:** Events Manager

**Purpose of the Role:**

To provide comprehensive and professional administrative support to the events team, within the Campaign and Alumni Relations Office (CARO). The Events Team is part of the Supporter Engagement Team within CARO. The team is responsible for delivering a comprehensive and co-ordinated events programme to support the objectives of the University’s campaign and facilitate financial and non-financial support to the University. The role will cover a wide range of duties to help deliver the events programme, which will require the role holder to work with people at all levels, both internally and externally to the University.

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| **Main Responsibilities** | | **% time per year** |
| 1. | **Administration**   * Undertake general administrative duties in relation to the corporate events function. Update the Raiser’s Edge database to ensure that accurate, up to date information is accessible to the CARO team. Produce acknowledgement correspondence to guests and respond directly to enquiries or forward on to involve other colleagues. Produce event collateral including name badges, guest lists, place cards, menu cards and information packs. Collate guest evaluation and contribute to event success reporting. | 30% |
| 2 | **Event planning**   * Assist the events team in logistical planning for events, including identifying and booking venues, catering, accommodation, photographers, entertainment, AV, transport and organising decorations and displays. Recruit appropriate volunteers to help with the delivery of events. * Liaise with marketing suppliers and agencies to procure materials to schedule. | 30% |
| 3. | **Communications**   * Organise mass mailings, including drafting correspondence, designing and organising the printing of invitations, requesting queries on the Raiser’s Edge database to retrieve data, ensuring appropriate stationery is in stock, filling envelopes, organising postage and liaising with mail houses. | 15% |
| 4. | **Liaison**   * Liaise with other teams within CARO and other departments within the University, including the Vice-Chancellor’s Office, Registrar’s Department, Graduation Office, Hospitality, Estates and the International Office. | 10% |
| 5. | **Finance**   * Process payments for events, where appropriate, source suppliers and liaise with the Administrative and Finances teams to organise the payment of invoices. | 10% |
| 6. | **Any other duties as appropriate to grade and role**   * As may reasonably be required. | 5% |

**Knowledge, Skills, Qualifications & Experience**

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|  | **Essential** | **Desirable** |
| **Qualifications/ Education** | * Vocational qualifications (e.g. NVQs) plus experience in a similar role or considerable work experience in a similar role. |  |
| **Knowledge/Skills/Training** | * Proven good level of written and spoken English. * Evidence of a methodical, ordered and highly proactive approach to work. Ability to use intuition when seeking information and problem solving. * Proficient IT user – in particular large databases, Microsoft Office and e-mail. * Proven ability to handle confidential or sensitive information. * Evidence of attention to detail and accuracy in work. | * Experience of using the Raiser’s Edge or other CRM database. |
| **Experience** | * Experience of Office administration ideally in a complex and dynamic environment. * Experience of being in a customer facing role ideally in events management. * Proven track record of organising events either in a work or voluntary context. | * Experience of working in a higher education or charity environment. |

**Decision Making**

i) taken independently by the role holder

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| Drafting correspondence.  Placing bookings with suppliers e.g. coaches, catering, photographers.  Prioritisation of work.  Dealing with general queries and minor problems arising during events.  Ordering supplies needed for events.  Organising mailings, mail merges and postage for mailings.  Updating Raiser’s Edge database. |

ii) taken in collaboration with others

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| Decisions on venue, target audience and event programme.  Final approvals on marketing collateral.  Timelines for event delivery.  Table plans and briefing information. |

iii) referred to the Direct Marketing Manager by the role holder

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| Event strategy and planning.  Budgetary control.  Promotional strategy.  Serious problems that arise during an event.  Selecting University Hosts/Speakers for events. |

**Additional Information**

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| The role-holder will be required to work occasional evenings and weekends at events. |

Informal enquiries may be addressed to Clare Anderton tel: 0115 951 3296 or email: clare.anderton@nottingham.ac.uk. Please note that applications sent directly to this email address will not be accepted.

**Please quote ref: REG124014**