## Role profile

<table>
<thead>
<tr>
<th>Job title</th>
<th>Corporate Events Officer</th>
<th>Job family and level</th>
<th>Administrative, Professional and Managerial Level 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>School/Department</td>
<td>External Relations</td>
<td>Location</td>
<td>Jubilee Campus (hybrid working)</td>
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</tbody>
</table>

### Purpose of role

The Corporate Events Officer is a key supporting role within the Political and Civic Affairs team in External Relations. You will help plan and deliver high-profile corporate events (in person, digital and mixed) in support of key strategic objectives within External Relations, in particular around reputation building and staff, student and stakeholder engagement. You will also support the development and delivery of university-wide leadership on events planning and infrastructure. This will, in turn, empower colleagues to deliver their own events to the highest standards, achieve their event objectives and deliver an excellent experience to attendees.

### Main responsibilities

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<th>% time per year</th>
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#### Event planning

- Work with relevant teams across the University to plan high quality corporate events (in person, digital or mixed) in the UK, and occasionally internationally, including:
  - Understanding the objectives an event seeks to support, and how success will be measured,
  - Developing and compiling target guest lists, with close attention to detail,
  - Engaging proactively and thoughtfully to devise varied and creative event formats, with a focus on audience needs and University strategy,
  - Working closely with colleagues in Communications & Advocacy and Digital & Marketing, to maximize the impact of, and outcomes from each event,
  - Undertaking evaluation of events, seeking feedback and discussing outcomes with guests, colleagues and suppliers, to develop recommendations for future events,
  - Ensuring compliance with data protection regulation and legislation; and safeguarding the health and safety of event participants.

#### Event delivery

- Work with relevant teams across the University to deliver high quality corporate events (in person, digital or mixed) in the UK, and
occasionally internationally, including;
- Sourcing and booking venues and suppliers, and working effectively with them to meet event requirements,
- Managing and liaising with speakers and senior attendees, providing briefings and logistics support,
- Communicating with invitees and attendees before and after the event
- Arranging travel and accommodation as required,
- Keeping accurate records of event expenditure, monitoring project budgets, and organising payment of invoices,
- Managing events on the day, including set up and break down, front of house support and digital platforms where appropriate,
- Using initiative to ensure the success of the events, proactively and independently finding creative ways to solve any problems which arise.

**University-wide events infrastructure**

Work with relevant teams across the University to support the development and delivery of university-wide leadership on events planning and infrastructure, including;
- Building and maintaining excellent relationships with colleagues across the university, external stakeholders and suppliers,
- Developing and nurturing a network of colleagues across the university who run events as part of, or in addition to their main role to enable the sharing of best practice, new initiatives, opportunities and technologies,
- Maintaining a central guide to high quality events happening across the university, and supporting the effective promotion of these events to key stakeholders
- Proposing ideas to improve the quality and effectiveness of events delivered across the university.

**Events team administration**

Provide clerical and administrative support to ensure the smooth running of events, including;
- Answering telephone and email queries, organising mass mailings, generating database queries, processing bookings and producing event collateral,
- Supporting the development of new initiatives including the use of digital technology to facilitate events,
- Maintaining electronic filing systems and office storage space,
- Maintaining the team contacts database and sending out emails on behalf of the team,
- Maintaining and updating events web pages and team Workspace pages,
- Other duties as required to support the Political and Civic Affairs team.
### Person specification

<table>
<thead>
<tr>
<th>Skills</th>
<th>Essential</th>
<th>Desirable</th>
</tr>
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</table>
|        | ▪ Well-developed verbal and written communication skills  
          ▪ Excellent organisational and administrative skills.  
          ▪ Relationship builder with good interpersonal skills and an aptitude for excellent customer service.  
          ▪ Good problem solving capability and negotiation skills.  
          ▪ Attention to detail and accuracy in work.  
          ▪ Ability to think creatively to solve problems and find fresh approaches  
          ▪ Confident computing skills including Microsoft Office and database systems.  
          ▪ Ability to work under pressure in a fast-paced environment  
          ▪ Proven ability to work independently and prioritise own workload  
          ▪ Enthusiastic and proactive ‘can do’ attitude, with high levels of personal motivation | |

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<thead>
<tr>
<th>Knowledge and experience</th>
<th>Essential</th>
<th>Desirable</th>
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|                          | ▪ Experience of developing and delivering a diverse range of events  
          ▪ Experience of managing events on the day, including dealing appropriately with attendees  
          ▪ Understanding of the role of events within a campaign framework  
          ▪ Experience of building positive working relationships with colleagues, suppliers and stakeholders  
          ▪ Experience of working effectively as part of a team to achieve a common goal  
          ▪ Experience of handling conflicting priorities, with the ability to think clearly and act calmly | ▪ Experience of planning and delivering excellent digital and hybrid events  
          ▪ Experience of undertaking event evaluation and report writing, and developing recommendations  
          ▪ Experience of working with, and providing effective support to, high profile individuals and senior leadership  
          ▪ Experience of working in a large and complex organization  
          ▪ An understanding of the requirements of the Data Protection Act 2018 and General Data Protection Regulation. |
| Understanding of the importance of evaluating event outcomes against objectives, and developing learnings | Experience of managing expenditure within a set project budget |
| Qualifications, certification and training (relevant to role) | GSCE’s in English and maths (or equivalent) or broad relevant work experience |

The University of Nottingham is focused on embedding equality, diversity and inclusion in all that we do. As part of this, we welcome a diverse population to join our work force and therefore encourage applicants from all communities, particularly those with protected characteristics under the Equality Act 2010.
Expectations and behaviours

The University has developed a clear set of core expectations and behaviours that our people should be demonstrating in their work, and as ambassadors of the University’s strategy, vision and values. The following are essential to the role:

- **Valuing people**: Is friendly, engaging and receptive, putting others at ease. Actively listens to others and goes out of way to ensure people feel valued, developed and supported.

- **Taking ownership**: Is clear on what needs to be done encouraging others to take ownership. Takes action when required, being mindful of important aspects such as Health & Safety, Equality, Diversity & Inclusion, and other considerations.

- **Forward thinking**: Drives the development, sharing and implementation of new ideas and improvements to support strategic objectives. Engages others in the improvement process.

- **Professional pride**: Is professional in approach and style, setting an example to others; strives to demonstrate excellence through development of self, others and effective working practices.

- **Always inclusive**: Builds effective working relationships, recognising and including the contribution of others; promotes inclusion and inclusive practices within own work area.

Key relationships with others

![Diagram showing key relationships]

- **Line manager**: Head of Corporate Events
- **Role holder**: Corporate Events Officer
- **Key stakeholder relationships**: 
  - External suppliers / stakeholders
  - C&A Colleagues
  - Events colleagues across UoN