

JOB DESCRIPTION

Events Coordinator

Reporting to Events and Marketing Manager

Place of Work The Student Centre- University of York Students Union/Hybrid with a minimum expectation of 3 days on campus each week

Hours of Work 35 hours a week (includes a requirement to be able to work mornings, evenings and weekends on campus as and when required)

Salary £25,425- £27,958 per annum

Purpose of Role

Working within the Marketing and Events team, the Events Coordinator will lead on York SU's events offering by coordinating headline and staff led events, and supporting and guiding student led events through York SU's event process. This role will support, develop, and deliver a range of events, whilst prioritising student experience, attendance, and considering income opportunities. The Events Coordinator will coordinate the smooth and successful delivery of events both on and off campus working strictly to budgets and deadlines. The post holder will facilitate relationships between student groups and Sabbatical Officers, University departments, external suppliers, and York SU's teams. This role is office based and includes evening and weekend work.

Operational Management

- To work alongside student event organisers to develop plans, budgets and to attend relevant meetings to support organisers.
- Support venues teams by creating links with relevant student organisers and providing specialist knowledge to their event planning.
- To assist student organisers in creating and developing their vision for an event within budget and Health & Safety guidelines.
- Liaise between the organisers and the Marketing and Communications team for the timely production of print material and digital promotion.
- Keeping the Marketing & Communications team (& wider team) up to date with information relating to event logistics.
- Contribute actively to decisions on York SU's major events, considering member feedback and actively seeking this input.
- Champion York SU's event process from day to day implementation to suggesting improvements and refinements to the process.

- To assist in finding sponsorship and other income opportunities within events/or external companies to attend events where appropriate.
- Compile rotas, briefings and internal updates when necessary.
- Manage events on the day, including setting up, instructing external contractors, and de-rig.
- Responsible for the York SU's event calendar to ensure communication is as early as possible with all departments and avoid scheduling issues.
- Ensure event equipment is well stocked and maintained.
- Source competitive quotes and build relationships with suppliers for student-led and York SU events.

Finance

- Work effectively with finance staff on raising purchase orders for events.
- Liaise with budget holders to ensure budgets are carefully considered and not exceeded.

Key Tasks

- Provide knowledge and expertise in the area of event planning and organisation. Where appropriate; provide specialist knowledge across charitable and commercial areas.
- To be the first point of contact for student groups who are planning events, in particular Part-Time Officers and Networks, College JCRCs, Student Media Groups, Fundraising etc., and guiding enquiries through the events process.
- Ensure efficient events systems and procedures are in operation as well as being able to adapt ways of working in response to internal and external demands.
- Be responsible for the coordination of events involving all aspects of the organisation of events including liaising with external contacts, bookings, and venue arrangements. This work will include additional events which are added to the calendar throughout the year.
- Approach events with a focus on Health & Safety, ensuring relevant stakeholders are consulted and informed of plans, and use appropriate systems to ensure compliance with University rules and regulations e.g. room booking and event management systems.
- Ensure clear and regular communication with University stakeholders and departments to ensure open information sharing.
- Conduct research, make site visits, and find resources to help staff make decisions about events.
Contribute to the production of a full event plan (written and oral); including progress with stakeholders, execution of events plan, logistics and on the day requirements. To ensure efficient, effective, professional and high quality service delivery.
- Work with the Marketing & Events and Communications teams to ensure that all events are promoted and communicated via websites, social media, and email as appropriate to maximise participation from target audiences.
- To work closely with the team to meet income, attendance, and satisfaction targets for major events. Provide a support service to stakeholders on the days of their events and

assist with the technical set up (out of core hours and on weekends when necessary).

- Lead on York SU's involvement at University Open Days and Post Offer Visit Days. Evaluate all events and seek feedback on their success, providing summary reports to support annual feedback and develop future events.

York SU's Values and Behaviors

To work with us, we ask all staff to uphold our core values and behaviors. These are:

Ambition

We are unashamedly ambitious. Students and their success is the reason we exist, and we will do everything in our power to work to their unique needs, journeys, experiences and communities.

Innovation

We're not afraid of failure. We bring creativity, sensitivity and integrity to all our work meaning that when things don't pan out how we expected, we own it, learn from it and always try again.

Social Conscience

We are bigger than just ourselves. We care and are committed to our vibrant community, celebrating and encouraging difference and diversity.

Authenticity

We are authentic and honest - building trust, rather than just focusing on our own power, privilege and legitimacy. We are always open about the needs, complexities, opportunities and challenges we all face now and in the future.

Partnership

We recognise we can't work alone - we know and are open about our limitations and believe that collective action and solidarity is what makes our work special. We weave and connect what already exists, build on common ground and focus on what unites us rather than divides us.

General Notes

- The principal roles and responsibilities of this post will change from time to time and the post holder is required to undertake any additional duties as deemed appropriate by the union.
- Staff are required to have a Personal Development Plan and to participate in training, meetings or conferences considered relevant to the Union and their job.
- Staff must carry out their duties with full regard to the rules, procedures and conditions of service contained in the Staff Handbook, constitution and employee policies.
- A condition of employment is that all staff are expected to assist in key events throughout the year e.g. Welcome events and Welcome Fair, Student Balls and any other key events, including elections.

- All staff are expected to champion an organisational culture which is inclusive and both values and celebrates diversity, and where students feel empowered to shape their Union.
- Staff are expected to portray a positive image of the Students' Union, both internally and externally, by displaying integrity, punctuality, politeness and professionalism.
- Staff must uphold York SU's environmental and sustainability aims, ensuring good practice is met.
- Everyone must work within, promote and uphold the student-led and democratic ethos of the Students' Union.

Person Specification

Requirements	Essential	Desirable
QUALIFICATIONS		
Educated to degree level (or equivalent experience)		*
EXPERIENCE		
Experience of planning and supporting student led events	*	
Experience of leading and motivating teams	*	
Experience of working with students or volunteers	*	
Relevant experience in events coordination and delivery	*	
Experience of advertising and marketing events	*	
Broad understanding of issues affecting the Higher Education Sector		*
Experience of working in a membership led or democratic organisation, including with elected Officers		*
Experience of communicating & engaging with a diverse range of stakeholders, both individuals & groups at different levels	*	
Experience of project work and project planning	*	
Experience of costing and monitoring expenditure for a variety of projects of differing sizes and complexity		*
Experience in developing administrative systems and procedures	*	

SKILLS AND ATTRIBUTES		
Strong IT and computer literacy skills, including spreadsheets and word	*	
Excellent interpersonal skills - able to communicate articulately & confidently	*	

Strong time management skills – able to meet deadlines & cope with varying workloads	*	
Ability to work well under pressure, to be flexible and adapt to changes in priorities	*	
Possess a positive attitude to work and ability to organise own workload	*	
Able to work as part of a team as well as under own initiative	*	
Commitment to quality, attention to detail & the delivery of high standards of customer service	*	
To be commercially aware and oversee a budget	*	
Commitment to the principles and practices of equality and diversity	*	