

## JOB DESCRIPTION

**Job Title:** Events Manager

**Accountable to:** Head of Communications

**Contract length:** Permanent

**Hours per week/FTE:** 35

**Weeks per year:** AYR

**Salary:** £37,265 pa

**Grade:** 5

**College/Service:** London College of Fashion

**Location:** John Princes Street

### Purpose of Role:

To manage a carefully planned schedule of events for London College of Fashion, UAL responding to student, staff and external stakeholder requirements as well as overall College wide objectives. To work within the wider communications function to ensure that events are effectively produced, communicated and evaluated. To prioritise good engagement with students and staff in the development of events and ongoing evaluation.

### Duties and Responsibilities

- To develop a comprehensive events plan, in consultation with senior stakeholders and in response to the College's objectives
- To manage the production of the College's main events ensuring effective project management throughout the whole life of the events, including running planning meetings and documentation, being clear on roles and responsibilities for a number of staff across the organisation
- To liaise with the exhibitions and technical team to bring events ideas to life within budget
- To develop ideas and formulate proposals relating to events for senior stakeholders and venue and brand partners, liaising and presenting to secure buy-in across the organisation
- To develop events and their related collateral in the context of the College's brand and overall objectives,
- To represent the Events Team at IER team meetings and away days; attending EG and SSTs as necessary to share information and event plans, at meetings internally with staff and other stakeholders, and externally with venues, clients and other involved parties
- To continually evaluate and develop invitation processes and guest liaison strategies, looking for new audiences and liaising with VIPs and hosts
- To keep up to date with good practice and event opportunities externally
- To manage budgets and to effectively liaise with stakeholders in respect of budget allocation and regular reporting
- To evaluate events against objectives and use this evidence in the forward planning process, ensuring learnings are carried forward
- To line manage staff including induction and probation, 1;1's and appraisal
- To represent the College, its brand and its objectives when developing events, overseeing install and production and liaising with externals
- To manage external contractors where necessary
- To oversee the process of student engagement and student feedback in relation to our main College events
- To work closely with Head of Communications and Director of Internal and External Relations in maintaining protocols for event development and realisation and to support the running of the College's events strategy meetings
- To be familiar with data protection protocols, to adhere to these in the management of data in relation to events and to share good practice with colleagues
- To provide clear evaluation and feedback after events in order to inform future planning
- To perform such duties consistent with your role as may from time to time be assigned to you anywhere within

the University

- To undertake health and safety duties and responsibilities appropriate to the role
- To work in accordance with the University's Equal Opportunities Policy and the Staff Charter, promoting equality and diversity in your work
- To personally contribute towards reducing the university's impact on the environment and support actions
- associated with the UAL Sustainability Manifesto (2016 – 2022)
- To undertake continuous personal and professional development, and to support it for any staff you manage through effective use of the University's Planning, Review and Appraisal scheme and staff development opportunities
- To make full use of all information and communication technologies in adherence to data protection policies to meet the requirements of the role and to promote organisational effectiveness
- To conduct all financial matters associated with the role in accordance with the University's policies and procedures, as laid down in the Financial Regulations

**Key Working Relationships:** Managers and other staff, and external partners, suppliers etc; with whom regular contact is required.

- Head of Communications, LCF
- Creative Directors, LCF
- Director of Public and Cultural Engagement, lcf
- Executive Group, LCF
- External event production suppliers
- Exhibition and Events Technical Manager, LCF

**Specific Management Responsibilities**

**Budgets:** Yes

**Staff:** Yes

**Other:**Accommodation; equipment

Signed \_\_\_\_\_ Date of last review \_\_\_\_\_  
(Recruiting Manager)

**Job Title:           Events Manager           Grade:    5**

**Person Specification**

Specialist Knowledge/ Qualifications	Educated to degree level  Demonstrable knowledge of Customer Service  Postgraduate qualification (desirable)  Membership of relevant professional body (desirable)
Relevant Experience	Experience of event production in a fashion context  Experience of working in an education environment and working with students  Experience of managing public facing events  Experience of liaising with a range of externals at all levels  Experience of managing people  Experience of working in an arts or culture organisation
Communication Skills	Communicates effectively orally, in writing and/or using visual media.
Leadership and Management	Motivates and leads a team effectively, setting clear objectives to manage performance
Professional Practice	Contributes to advancing professional practice/research or scholarly activity in own area of specialism
Planning and Managing Resources	Plans, prioritises and manages resources effectively to achieve objectives on time
Teamwork	Builds effective teams and works collaboratively

	in a team and where appropriate across or with different professional groups.
Student Experience or Customer Service	Contributes to improving or adapting provision to enhance the student experience or customer service
Creativity, Innovation and Problem Solving	Uses initiative or creativity to resolve problems and suggests practical solutions