

JOB DESCRIPTION

Job Title: Enterprise & Events Manager		Accountable to: Head of Careers & Employability	
Contract Length: Permanent	Hours per week/FTE: 35	Weeks per year: AYR	
Salary: £36,643-£ 42,822		Grade: 5	
College/Service: Careers & Employability		Location: High Holborn	

Purpose of Role:

The aim of Careers & Employability (C&E) is to provide support for the development of talent by building enterprise and employability skills within our students and graduates. The Enterprise & Events Manager will lead on C&E events and workshops and opportunities for our students and graduates as well as take responsibility for the launch and development of the high profile Enterprise Space in High Holborn, supported by the Enterprise and Events team within C&E. These events will complement individual college events and will draw in relevant external contributors from the creative and cultural industries.

The post-holder will lead a team, comprising the Events & Showcasing Coordinator, The Enterprise Educator, and the Enterprise Space Manager along with shared administrative and marketing support.

The Enterprise & Events Manager will have strategic responsibility for a number of new and existing C&E/UAL projects and services including: the, management of the UAL Collection, The Enterprise Space, Tradeshows (including Bursaries), Creative Enterprise Awards, Enterprise Week, Graduate Futures Week and C&E's annual events. The post-holder will build external and internal relationships with relevant departments, staff, organisations and agencies to develop, build and lead these projects. The Enterprise & Events Manager will also balance a number of different workflows, prioritising tasks and meeting complex administrative and communication requirements, including working with a defined annual programming budget.

Duties and Responsibilities

- Strategically lead and project manager new and pre-existing C&E enterprise and events provision and services including: management, maintenance and promotion of the UAL Collection; Creative Enterprise Awards; The Enterprise Space; Enterprise Week, graduate Futures Week, and C&E's annual events.
- Line manage the Events & Showcasing Coordinator, who will work on the events and showcasing programme and projects
- Line manage the Enterprise Practitioner who will work on the annual programme of enterprise education, opportunities and activities
- Line manage the Enterprise Space Manager who will undertake the development and programming of the new Enterprise Space
- Management of administration and marketing activities related to C&E Enterprise and Events.
- To be the primary C&E contact for the development and delivery of C&E events for students and graduates.
- Programme and structure annual events and showcasing content that is complimentary to existing UAL content and is of benefit to the widest range of UAL students, alumni and staff.
- Maintain budgets and reports for various programmes and projects throughout the year and to ensure that accurate records are kept including visitor numbers, profiles, income generated and evaluation.
- To develop new income streams and partnership initiatives to support the ambitions of the Enterprise Space, the Collection and C&E's events programme
- To ensure high-quality development, management and delivery of all C&E-related events to ensure that all organisational and logistical details are managed successfully.
- To ensure appropriate marketing, promotion and publicity (online and printed) for all events and showcases.
- To generate and update event related content for the C&E website and affiliated websites
- To manage and oversee the registration, booking and/or ticketing arrangements for any C&E related events.
- To ensure positive and productive working relationships with relevant estates and facilities managers.
- To ensure positive and productive working relationships with relevant senior management, academic, support, gallery and showcasing staff in UAL colleges
- To maintain a CRM database of contacts for events and showcasing management.
- To ensure the appropriate monitoring and evaluation of all events against agreed criteria, including user-feedback

General

- 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 Staff Charter, promoting Equality and diversity in your work.
- 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 Financial Regulations.

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

- Head of C&E, C&E Events & Showcasing Coordinator, C&E Web & Comms Team, and other C&E staff,
- Employers, Enterprise & Employability related organisations and individuals in the cultural and creative industries
- Tradeshows and events management professionals (externally)
- UAL College contacts providing support related to C&E events and showcasing
- UAL estates and facilities staff
- UAL academics, curators, gallery managers and other collection/archive staff

Specific Management Responsibilities

Budgets: Enterprise & Events as agreed with line manager

Staff: To line manage Events & Showcasing Coordinator, Enterprise Space Manager, Enterprise Practitioner. Working alongside liaison C&E Web officer and core C&E Team, and Temporary staff (as required)

Other Enterprise Space, furniture, equipment

Signed _____ Date of last review _____
(Recruiting Manager)

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Grade: 5

Person Specification	
Specialist Knowledge/ Qualifications	Knowledge of Enterprise Education and business start-up Degree or higher level qualification
Relevant Experience	Designing enterprise activities and opportunities Event Management in an HE environment Running Enterprise Support in an HE Environment

	<p>Background in the Creative Industries (desirable)</p> <p>Line Management</p>
Communication Skills	<p>Communicates effectively orally, in writing and/or using visual media.</p> <p>Good presentation skills</p>
Leadership and Management	<p>Motivates and leads a team effectively, setting clear objectives to manage performance</p>
Research, Teaching and Learning	<p>N/A</p>
Professional Practice	<p>Contributes to advancing professional practice in enterprise education</p>
Planning and Managing Resources	<p>Plans, prioritises and organises work to achieve objectives on time</p>
Teamwork	<p>Works collaboratively in a team and where appropriate across or with different professional groups.</p>
Student Experience or Customer Service	<p>Builds and maintains positive relationships with students</p> <p>Develops collaborations with internal and external stakeholders</p>
Creativity, Innovation and Problem Solving	<p>Uses initiative or creativity to resolve problems</p>

The application form sets out a number of competence questions related to some of the following selection criteria. Shortlisting will be based on your responses to these questions. Please make sure you provide evidence to demonstrate clearly how you meet these criteria