

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title: Events Officer

Accountable to: Events Team Leader

Contract Length: Permanent

Hours per week/FTE: 35

Weeks per year: 52

Salary: £28,274 pa

Grade: 3

College/Service: London College of Fashion / Internal and External Relations

Location: 20 John Prince's Street, London, W1G 0BJ

Purpose of Role:

The role of the Events Officer is pivotal within the Internal and External Relations Unit. Supporting the Events team, in the planning and execution of the College events provision, working on a series of planned events both large and small and ensuring their efficiency.

The post holder will also be responsible for ensuring that the Events team are supported and equipped with the necessary information to carry out their roles effectively, helping create synergy between the Events Team, working parties and senior staff across the College in relation to events.

The post holder may be asked on occasion to work evenings.

Duties and Responsibilities

- To support the Events Team, helping produce accurate schedules, processes and logistics for a variety of events within the programme.
- Co-ordination of smaller events, e.g. industry talks and partnership events, managing guest lists, catering and other logistics
- Organise all private view drinks receptions for the Fashion Space Gallery and networking receptions connected to other events organised by the events team.
- Produce pre-event briefings for event support staff at small/mid-sized events throughout the year. This includes bar staff, guest sign-in staff (ArtsTemps) as well as welcoming event suppliers on site at LCF and external venues.
- Manage multiple e-mail accounts to communicate with suppliers, event guests, academics, staff, students as well as potential event enquiries.
- Work in partnership with the Events Co-ordinators to support the exhibition project management process, in conjunction with the Events & Exhibitions Technical Manager, supporting on staff liaison, venue liaison, introducing appropriate suppliers and ensuring finance paperwork is completed appropriately to keep the schedule running to time.
- Work with the Events Team Leader to compile guest lists for events, researching new contacts and maintaining accurate RSVP lists; creating and managing guest lists for smaller events in their entirety, providing regular progress reports as appropriate.
- Process financial paperwork to ensure accuracy and payment in a timely fashion, including inputting supplier costs into event budgets and working closely with administrator to ensure POs are raised cross referencing invoices against the budget before they are processed.
- Act as second point of contact for all enquiries from staff, students and other visitors to the Events Office and Rootstein Hopkins Space (RHS), handling correspondence by email and telephone. The officer must deputise in the absence of the administrator.
- Co-ordinate (in conjunction with the Events Co-dinator, Content) the event invitation process by working with the Communications and Development teams to ensure accuracy and delivery to relevant audiences.. Sending the invitation via Campaign Monitor and then using the report function to gather information on email failures and ensure all guests receive the correct communication.

- Producing e-invitations using Campaign Monitor for all Fashion Space Gallery Private Views including checking copy with the Events Co-ordinator (Content)
- Provide details of all events to be included in the LCF staff and student event bulletins to the comms team. The event bulletin is sent out every 3 weeks.
- Uploading copy and images on event related activity to the LCF website using Salesforce and Eventbrite as well as providing advice and support to colleagues internally who wish to promote events online.
- Attend planning meetings for key events and contribute to both planning and feedback documentation
- Attend the termly UAL Events Network meeting. Organise room booking, refreshments etc when it is LCF's turn to host.
- 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.

- Events Manager
- Events Co-ordinators
- Events & Exhibitions Technical Manager and Assistant
- Events and Exhibitions Administrator
- Communications team
- Wide range of events-related suppliers and organisations
- Internal and External Relations Department

Specific Management Responsibilities

Budgets: n/a

Staff: n/a

Other: Accommodation and equipment as appropriate

Signed _____ Date of last review _____
(Recruiting Manager)

Job Title: Events Officer**Grade: 3****Person Specification**

Specialist Knowledge/ Qualifications	Has relevant experience in own area of work and is able to work independently
	Has received formal training or education at post 16 level
	Relevant degree qualification (desirable)
Relevant Experience	Significant administrative experience
	Experience of organising and planning events
	Experience of supporting a team.
Communication Skills	Communicates effectively orally, in writing and/or using visual media.
Planning and Managing resources	Plans, prioritises and organises work to achieve objectives on time
Teamwork	Works collaboratively in a team and where appropriate across or with different professional groups
Student Experience or Customer Service	Provides a positive and responsive student or customer service
Creativity, Innovation and Problem Solving	Uses initiative or creativity to resolve problems

Last updated: 28/07/2017