

## University of London Job Specification

**Job Title:** Seasonal Schools and Societies Coordinator

**Department:** School of Advanced Study

**Section:** SAS Central / Institute of English Studies

**Level:** 6

**Post number:**

<b>Job Purpose:</b>	<p>The postholder will play a key role in developing and supporting institutes across the School in curating seasonal schools and related events, with particular focus on the Institute of English Studies.</p> <p>In addition, postholder will support IES academic societies administratively, especially in planning and delivering events.</p> <p>SAS has a unique role to disseminate research and research related activity nationally and internationally. The post additionally focuses on maximising public engagement, inclusivity, impact and enhancing customer experience across a digital as well as on campus platform, events will include short courses, lectures, and seasonal schools.</p>
<b>Job Content:</b>	<p>The postholder will work with academic staff and others to identify the potential for maximising the uptake and circulation of research training opportunities as well as promoting knowledge-sharing with the academic community and society at large. Postholder will manage all aspects of the events including hosting, speaker liaison, budget, promotion and post event processing. Postholder will work with staff within the IES, external partnerships, the Bibliographical Society, and with staff in the Academic Engagement and Impact team.</p> <p><b>Key role elements</b></p> <ol style="list-style-type: none"> <li>1. To administer the IES London Rare Books School, the Palaeography Summer School, T. S. Eliot Summer School, Nineteenth Century School, and any future research training programmes to guarantee their smooth running.</li> <li>2. Coordinate the content with academic staff of the Institute's and School's seasonal school portfolio and Bibliographical Society's events portfolio, including platforming, liaising to ensure coherency of programming, speaker liaison, delegate welfare and operational matters regardless of mode of delivery.</li> <li>3. Where events are online manage all aspects of online delivery including choice of platform, level of interactivity, user participation and deliver any training to event leaders as and when required.</li> </ol>

4. Work with academic staff and others to widen access and maximise public engagement aspects of events when required to ensure impact beyond the academy in line with the RPF mission.
5. Nurture and manage internal and external partnerships and collaborations with a view to expanding association and working towards new initiatives.
6. Work with public engagement colleagues to deliver academic public engagement where relevant into existing events and seasonal schools.
7. Manage the promotion of the events and seasonal schools including working with the SCM team to develop messaging and using available networks including social media channels. Manage and develop contact databases to facilitate the promotion of events and schools.
8. Create, manage and analyse the means to gauge impact, use, inclusion and raising of profile including use of attendee feedback forms.
9. Collate, analyse and prepare reports on data relating to seasonal schools and events including media citations, broadcasting data, website hits, breadth of audiences to feed into the planning process.
10. For on-site events, co-ordinate the School and Institute's events programme with colleagues in the UoL conference office to book venues accommodation, catering and be the first point of contact for all enquiries regarding events, preparation of event materials (delegate packs, printed handouts, name badges) and basic AV support.
11. Reporting to the Institute managers, assume responsibility for budget management of the Institute's event and seasonal school programme, ensuring these come in on budget, securing quotations for services and invoicing and processing expenses where appropriate.
12. Work with the Academic Engagement & Impact team leadership and the Institute staff to ensure an even spread of events are hosted across the academic year and collaborate with events colleagues to ensure clashes of high profile events are avoided etc.

#### **Administration of the Bibliographical Society**

13. Support the administration of the Bibliographical Society, including dealing with correspondence, supporting events, updating the Society's website, and liaising with the Society's Council.

#### **Other duties:**

14. Build relationships and work effectively with other events and external relations teams across SAS, the University and other stakeholder organisations.

<b>Reports to:</b>	Institute Manager (IES); Academic Engagement and Impact Team Manager (SAS)
<b>Additional demands of the role:</b>	Flexibility will be required regarding working hours, especially during the summer, with some weekend/evening work required. Some travel or off-site work may be involved.



## Person Specification

### EXPERIENCE & PERSONAL QUALITIES

#### *Essential:*

- Experience in event management preferably in higher education.
- Experience in managing conference and teaching space for external users
- Experience of liaising with academics.
- Experience of setting and managing budgets for events and training courses
- A confident and friendly communicator, able to establish and maintain good working relationships with colleagues and others at all levels
- Positive, flexible and collaborative approach
- Calmness under pressure

#### *Desirable:*

- Ability to develop effective professional relationships with a wide range of internal and external stakeholders.
- A knowledge of platforming multi-disciplinary events

### TECHNICAL KNOWLEDGE & SKILLS

#### *Essential:*

- Good skills in the use of the Microsoft Office suite including Word, Excel, Outlook and InDesign packages
- Events promotion using social media, web etc
- Ability to plan and manage own and workload effectively.
- Excellent written and oral communication skills in English
- Attention to detail in own and others' work
- Experience using online events management tools

#### *Preferred:*

- Use of web editing software, experience of producing promotional material using Adobe
- Awareness of technology used in live streaming, podcasting etc
- Ability to edit academic events
- Uploading to YouTube channels
- An aptitude for developing new cost-effective ways of running events

### EDUCATION & PROFESSIONAL QUALIFICATIONS

Postholders should be educated preferably to first degree level but academic events experience is as important.

## COMPETENCY REQUIREMENTS

<u>Competencies</u>	<u>Essential</u>	<u>Desirable</u>
Proactivity and planning	B	
Working collaboratively with others	B	
Organisational commitment	B	
Resilience	B	
Adapting to change	C	
Problem solving and decision making	A	
Creativity and innovation	B	
Academic community focus	B	C
Interpersonal understanding	A	
Striving for excellence	B	
Managing resources	A	
Commercial awareness	A	
Self-development and learning	B	
Leadership	B	
Performance management	A	
International engagement	B	

Competencies are scored on an A-D scale, with D representing the highest demonstration of the competency.

For further information on each of the competencies and relevant levels, please refer to the University's Competency Model <http://www.london.ac.uk/5258>