



**University of London Job
Specification**

Job Title: Academic Engagement and Impact Officer
Department: School of Advanced Study
Section: SAS Central / Institute of English Studies
Level: CTS 06

Job Purpose:	<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, the postholder will support IES academic societies administratively, in particular The Bibliographical Society.</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>
Job Content:	<p>The postholder will work closely with academic staff and others to identify the potential for maximising the uptake and circulation of research training opportunities . The postholder will manage all aspects of the events including hosting, speaker liaison, budget, event promotion, and post- event processing and reporting. The postholder will work with staff within the IES, external partnerships, the Bibliographical Society, and with staff in the Academic Engagement and Impact team.</p>
Key Role Elements	

1. To administer the IES Summer Schools (London Rare Books School and London International Palaeography School) and associated short courses, and any future research training programmes to guarantee their smooth running.
2. Coordinate with IES and SAS staff on summer school programming and operations, including speaker liaison, delegate welfare, and reporting.
3. Where courses 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.
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. Manage the promotion of 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 and social media platforms to facilitate the promotion of events and schools.
7. Collate, analyse and prepare reports on data relating to seasonal schools and events including student and tutor feedback, media citations, broadcasting data, website hits, breadth of audiences to feed into the planning process. Create, manage, and analyse the means used to gauge the success and impact of seasonal schools and related courses.
8. For on-site events, co-ordinate with the School, Institute, and UoL colleagues to book rooms, order catering, and be the first point of contact for all enquiries. Also prepare and provide materials for on-site events, such as delegate packs, printed handouts, and name badges.
9. Reporting to the Institute manager and seasonal school budget holder, work collaboratively on budget management of the Institute's seasonal school programme, to help ensure these come in on-budget, securing quotations for services and invoicing and processing expenses where appropriate.
10. Reporting to the Head of Academic Events & Impact and working with 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

11. Support the administration of the Bibliographical Society, including managing the Society's inbox and Members' Portal, supporting events, and liaising with the Society's Council.

Other duties:

12. Build relationships and work effectively with other events and external relations teams across SAS, the University and other stakeholder organisations.
13. When necessary, support other key events across the School of Advanced Study.
14. To make themselves aware of and follow all applicable University policies.
15. Maintain an awareness and observation of fire and health and safety regulations.
16. Any other duties consistent with both the grade and scope of the post.
17. Any other duties reasonably required of the postholder by the reporting manager.

Reports to:	Head of Academic Events and Impact and the Institute Manager (IES)
Additional demands of the role:	Some Flexibility will be needed and required regarding working hours, especially during the summer school sessions in May and June, with some weekend/evening work required. Time off in Lieu will be given. Some travel or off-site work may be involved occasionally to attend Bibliographical Society meetings taking place at another London venues.

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, Canva etc.
- 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.

