

**Post Title:** Events Coordinator

**Responsible to:** Residence Life Manager via the Senior Events & Engagement Coordinator (Res Life)

**Responsible for:** Student Staff Team

**Grade:** Guild Grade B

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### Organisation:

This role is part of the Residence Life department working collectively with colleagues delivering the Guild's support activity for students living in University and nominated accommodation. The department sits within the Community & Representation Directorate.

### Job Purpose:

The Events Coordinator role is to support delivery of the Residence Life Strategy. We expect Coordinators to help to create an inclusive and engaging environment for all.

The role is required:

- To deliver a variety of events and activities for students living in University of Birmingham residences
- To support student staff to plan and deliver a timetable of events and activities throughout the year.

Success in the role will require a highly student and customer focused approach together with an emphasis on teamwork. The role involves collaboration with internal and external stakeholders, acting as a positive ambassador for the Guild and facilitating under-represented groups to find a comfortable place here. Supporting a culture of ambitious targets and a positive team spirit are also key. Coordinators are expected to follow the Guild's competency framework, which should be read in conjunction with this job description.

### Key Role Responsibilities:

1. To work with the Senior Events & Engagement Coordinator (Res Life) and Residence Life Manager to contribute to the delivery of the Residence Life Programme.
2. To support the development and planning of initiatives and events (both physical and virtual) for the Events & Engagement area of the Residence Life Strategy.
3. To deliver a timetable of activities and events for students living in University of Birmingham residences, with a focus on increased participation and engagement.
4. To promote positive relationships between students and promote the opportunities of the Residence Life Programme.
5. To provide information, and guidance to student staff regarding organising events and activities, ensuring they are supported to make these inclusive, engaging and successful.
6. To organise and take responsibility for running training appropriate for student staff, ensuring that deadlines and outcomes are met.
7. To work within a budget, ensuring events and activities offer value for money and are organised in a financially transparent manner, in line with Guild financial procedures
8. To be involved in the collection of student feedback within University residences.
9. To participate in developing productive working relationships with stakeholders within the Guild, the University, and Accommodation.
10. To support the Senior Events & Engagement Coordinator (Res Life) in developing effective policies, processes, procedures and systems.
11. To ensure all administrative tasks relating to the service are carried out appropriately
12. To work evenings and weekends as appropriate to ensure effective engagement with student staff as determined by the Senior Events & Engagement Coordinator (Res Life) or Residence Life Manager

13. To develop and maintain effective relationships with relevant local and university stakeholders.

14. To work closely with the Residence Life department on shared initiatives and the wider Guild team to engage members in the functions of the Guild of Students

15. To identify improvements and recommend these to the Residence Life Manager for consideration.

### **General Duties:**

1. To undertake appropriate training and personal development as required for the role.

2. To adhere to all relevant Guild Policy with particular reference to HR, staffing, health & safety, data protection, environmental, and any relevant Guild Policy where it may impact upon your role.

3. To be familiar with the Guild's competency framework, striving always to demonstrate the positive behaviours which drive the highest standards of personal and organisational performance in supporting our students. Grade B Coordinators should be developing within level 1 of the six competencies (Student and Customer Focus, Accountability, Results Focus, Inclusivity, Communication and Teamwork) which is designed to support staff to achieve high performance.

4. To act as a role model in portraying a positive image of the Guild both internally and externally, acting as an ambassador and displaying high standards of personal integrity and professionalism.

5. To support the work of the Residence Life Team, where necessary, in the event of sickness, holiday or other exceptional circumstances.

6. To undertake such other duties as may be reasonably required, consistent with the nature and grade of the post.

## Person Specification: Events Coordinator

You must be able to demonstrate in your application that you have;

QUALIFICATIONS	Essential	Desirable
Good general education to A level standard, typically including Maths and English at least to GCSE C, or equivalent	✓	
EXPERIENCE	Essential	Desirable
Experience of managing and developing administrative systems	✓	
Experience of successfully delivering projects or events within budget	✓	
Experience of collecting and collating monitoring information	✓	
Experience of influencing a group of individuals to achieve an outcome	✓	
Experience of delivering training	✓	
Experience of supporting young people/students	✓	
SKILLS AND KNOWLEDGE	Essential	Desirable
Ability to drive and visit off site locations.		✓
Ability to develop and maintain relationships with internal and external stakeholders	✓	
Ability to communicate effectively with students one-to-one and in groups	✓	
Ability to support, motivate and empower people	✓	
Strong organisational skills in order to be able to carry out a number of tasks in a busy environment	✓	
Ability to balance the needs of individuals and team/organisation	✓	
Ability to contribute to organisation-wide initiatives	✓	
Information gathering skills, for example acquiring knowledge of relevant legislation, volunteering issues and community need	✓	
Ability to take a constructive and co-operative approach to solving problems	✓	
Good IT skills including proficiency in Microsoft Office including digital systems	✓	
Ability to work effectively within a democratic structure		✓

Knowledge of student activities and related issues in Higher Education		✓
<b>PERSONAL QUALITIES</b>	<b>Essential</b>	<b>Desirable</b>
Motivated by working in a student-led, democratic workplace	✓	
<b>Student &amp; Customer focus:</b> Keeps student leadership and the needs of students and customers at the heart of activities	✓	
<b>Accountability:</b> Takes personal responsibility for the important role they play in the Guild's work and in wider society	✓	
<b>Results Focus:</b> Strives for the best results – gets things done on time and to a high standard	✓	
<b>Inclusivity:</b> Values diversity - works to create an inclusive and engaging environment across all our activities and services	✓	
<b>Communication:</b> Communicates clearly and appropriately to people across our students' union and outside	✓	
<b>Teamwork:</b> Builds good relationships and works effectively with a range of people to deliver our shared goals	✓	