

# Event Manager

## Job Description

### Position overview

<b>Department</b>	Resourcing and Operations
<b>Location</b>	Devon House, London
<b>Term</b>	Full-time; permanent
<b>Salary</b>	Up to £42,000 per annum, depending on experience
<b>Benefits</b>	Generous benefits package including 25 days holiday allowance pro rata (excl. Bank holidays), group life assurance, group income protection, pension schemes and private healthcare (optional)
<b>Start</b>	January 2023

Northeastern University London are looking to appoint an experienced Events Manager with a broad portfolio of experience. Events are intrinsic to the student experience at the University. The person in this role will have exceptional communication and problem solving skills and be able to deliver events to the highest standards.

The candidate will report into the Head of Student life and be responsible for the delivery of large university wide events including but not limited to, Graduation, Welcome Weeks, Faculty led events, conferences and more. They will also work with our network partners to support global events held in London.

The candidate will line manage an Events Coordinator who will support the Events Manager on events, and who will work autonomously on smaller events. Due to the nature of an events role, out of hours work will be a requirement and the post holder will need to be flexible in working hours to ensure a good work/life balance is achieved.

### Duties and Responsibilities

- Management of on campus and University wide events, ensuring all aspects are managed from conception to evaluation, including internal and external stakeholder briefings for each event.
- Delivery of a culturally rich events calendar which celebrates the communities and diverse mix of students and staff at the London Campus.

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- Responsible for the Health and Safety of events working with the Facilities team to ensure all legal and health and safety obligations are met in compliance with current regulations.
- Responsible for ensuring all processes and practices are managed effectively and well as always striving for continuous improvements and increased efficiency.
- Act as an internal consultant to staff and students providing clear and professional event management advice.
- Line management of the events team, including responsibilities for training and development, performance management, workload management and job satisfaction
- Support the Head of Student Life and network partners on global events running on the London campus.
- Support the Head of Student Life to evaluate and report back on the events programme and continuously look for improvements.
- Ensure all events are inclusive and inline with the Equality, Diversity and Inclusion strategy.

### **Other Duties**

- Developing and maintaining excellent working relationships with the staff and student community.
- Foster a positive work environment with a good team spirit, including the wider support teams with student experience at the forefront of all efforts
- Any other duties commensurate with the level of responsibility of this post, for which the post holder has the necessary experience and/or training and as instructed by Management.

### **Person Specification Criteria (Essential and Desirable)**

#### **Education, Qualifications and Training**

- Undergraduate degree [D]

#### **Experience**

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- Experience with working with both internal and external stakeholders at all levels [E]
- Experience in managing (from start to finish) complex event details and logistics including venue and space planning, food and beverage, staffing, budget and onsite execution [E]
- Creating detailed planning timelines, briefings, staffing plans and flagging when projects are missing key dates [E]
- Budget management experience [E]
- Researching and negotiating external vendors [E]
- Experience of working in a mid-level events role in a Higher Education setting [E]
- Experience of working in a leading role in Academic Ceremonies including graduation and award ceremonies [D]

### **Knowledge, Skills and Abilities**

- Sound relationship, management, and interpersonal skills [E]
- Proven ability to manage own workload, flexible response to changing demands and priorities and ability to cope under pressure [E]
- End to end project management experience [E]
- Exceptional planning and time management skills [E]
- Ability to work professionally and collaboratively with colleagues across teams and campuses [E]
- Ability to work under pressure, problem solve and adapt quickly (and positively) to changing demands and priorities [E]
- Excellent IT skills including Excel and Word [E]

### About the University

Founded in 2012, Northeastern University London (formerly known as New College of the Humanities) has established itself as a prestigious higher education institution based in the heart of London. After becoming part of Northeastern University's global network in early 2019, the University has undergone a period of rapid growth, having been granted Taught Degree Awarding Powers in February 2020 and moved to a new, state-of-the-art campus in 2021. The University continues to grow further expanding its student cohort, courses, network and opportunities. students year on year, further expanding its courses, network and opportunities.

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### Application process

Applications should be made via [this link](#) by 20:00 on **9<sup>th</sup> Jan 2023**. Please reference your application "**EMJ1122**". Participation in the equal opportunities section is encouraged, but voluntary.

Applications must include a covering letter of no more than one page and a full curriculum vitae.

Applications are welcome from all sections of the community and will be judged on merit alone. Candidates must be able to demonstrate their eligibility to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006.