

# Events Organiser

## Basic information

**Band:** E

**Job family:** Marketing Communications

**Location:** Cheltenham

**Terms:** Permanent

**Reports to:** Senior Manager – UCAS Events

**Team:** Events

**Business unit:** External Relations

## Additional conditions:

Frequent periods of national travel, working away from home, and overnight stays



## Role purpose:

To plan, organise, and deliver events on behalf of UCAS, in a variety of locations. The Events Organiser has responsibility for on-site support and coordination of UCAS events staff, service providers, and suppliers at UCAS events.

## Key duties and responsibilities:

- Plan and deliver events (to include large scale, commercial exhibitions, and campus-based events) on behalf of UCAS.
- Work with our service providers (local organisers) to ensure all exhibitions deliver consistent outcomes.
- Support and manage the delivery of on-site events as and where required, undertake site visits, and plan meetings (including overnight stays, when required).
- Manage event-specific budgets, including planning and forecasting, and the campus event funding model.
- Liaise with clients and service providers to collect artwork, and collate print ready materials.
- Liaise with internal events marketing to produce event-related documentation, in line with production schedules.
- Supervise the delivery of events on-site, including staff and contractor oversight.
- Work as part of a team to support the delivery of events as and where required (to include the on-site delivery of events).
- Produce risk assessments, and implement and oversee (where required) safe methods of working and control measures.

- Support colleagues throughout the organisation, in the development, programme planning, and content of events.
- Liaise with colleagues, customers, stakeholders, external bodies, and relevant industry speakers, and ensure a high level of customer service.
- Be an ambassador for UCAS, representing and delivering all of UCAS' values.
- Understand and enforce the requirements in the Contract Agreement, Service Provider Guide, Code of Conduct, and all other documentation in connection with delivering exhibitions.
- Effectively engage with each service provider, to ensure a high level of satisfaction and commitment to the network
- Managing deadlines, including the gathering, distributing, and proofing of all event-related content.
- Support and comply with data protection requirements.
- Work as part of a team to support the delivery of events.
- Liaise and contract with appropriate suppliers.

#### **Accountabilities:**

- Purchase event-related services within a set budget.
- Provide a floor plan of tasked events, in line with health and safety policies.
- Maintain excellent working relationships with suppliers, contractors, and service providers.

#### **Person specification:**

##### **Essential**

- Experience in events management.
- Excellent interpersonal, organisational, oral and written communication skills, with an ability to work to and meet deadlines.
- Ability to work under pressure, and manage time appropriately.
- Flexible approach to working hours, with a commitment to succeeding, developing, and expanding current activity.
- A good team player, with the ability to support colleagues in their duties.
- Able to travel, and network with new clients/colleagues, including overnight stays at short notice.
- Working knowledge of MS Office packages.
- Full clean driver's licence.

##### **Desirable**

- Experience in relationship management.
- Working knowledge of online database software.
- Experience of producing project plans, and reporting to pre-agreed targets.
- A good knowledge and understanding of higher education.
- Events management degree.

This role profile sets out the scope and main duties of the post at the date when it was drawn up. Such details may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the level of the post. All UCAS employees are expected to be flexible in undertaking the duties and responsibilities attached to their role and may be asked to perform other duties, which reasonably correspond to the general character of their role and their level of responsibility.

#### **Our values in action**

**Customer** – We always look through the customer lens. The logic of the customer is the logic of UCAS.

**Commitment** – When we commit, we deliver on time, quality, and budget, or we negotiate changed commitments for good reason. We never leave commitments uncovered.

**Team** – We work collaboratively. When we commit, we commit as an individual and as a team. We strive for and support team success as well as individual success.

**Outcomes** – We plan and do things to achieve outcomes. We define them, aspire to them, and deliver them.

**Agility** – We know we need to be agile when we look through the customer lens, when we make commitments, when we work in teams, and strive for the right outcomes.

**Extraordinary** – We are ambitious for our customers, for UCAS, and for our teams. We want more than ordinary outcomes – we strive to achieve extraordinary outcomes, extraordinary customer focus, and an extraordinary culture of high performance and quality of focus.