

Role specification: Events and Partnerships Officer



Role details

Job title: Events and Partnerships Officer

Duration: Permanent

Salary details: £30,000 to £33,000, depending on experience

Hours of work: 37 hours per week, flexible working options available

Responsible to: Executive Director

Holiday entitlement: 32 days per year not including bank holidays. This includes five days set leave between Christmas and New Year.

Employee benefits

Flexible working: We aim to ensure that all staff are able to maintain a healthy work / life balance through reasonable flexible working adjustments for staff.

Employee Assistance Programme: This programme provides health and advice on finance, health and wellbeing, nutrition and exercise, alongside phone support from qualified mental health professionals and life coaches. You can also get discounts from major retailers as well.

Generous holiday leave and TOIL scheme: Holiday leave is 32 days per year. This includes five days set leave between Christmas and New Year. We also have a time off in lieu (TOIL) scheme for employees who may need to work agreed additional hours to be able to claim that time back another day.

AMOSSHE The Student Services Organisation is a not-for-profit professional membership association for Student Services in higher education, based near Euston in London. Our members support students in fulfilling their academic potential and making the most of university life. AMOSSHE informs and supports Student Services leaders by sharing good practice and enhancing professional development. To find out more about our current areas of focus please see our strategy here:

<https://www.amoshe.org.uk/resources/Documents/AMOSSHE-strategy-2019-2024.pdf>.

Duties

Main functions of the role:

- Lead on our events programme and structure, working with our Head of Engagement.
- Manage and develop our events platform and events-related communications with the support of our Communications Officer.
- Lead on all logistical and administrative activity for events and meetings, including liaising with speakers, event leads, venue contacts and other relevant parties, and writing up minutes.
- Work with agencies and venues to source and agree venues for events and activities, with the support of our Head of Engagement.
- Lead on developing the sponsorship partner proposition for AMOSSHE, including developing new leads and opportunities.
- Work with our Head of Engagement to develop budgets for all professional development events and sponsorship, to be approved by the Executive Director and Executive Committee.

Role description

Leading on the events programme and structure:

- Lead on delivering the agreed events programme, including in-person and online events.
- Coordinate all logistics for events including speakers, venues and equipment.
- Advise on communications and marketing for AMOSSHE events.
- Write up minutes of meetings and ensure actions are met.

Events platform and website:

- Take responsibility for the development of the events platform to ensure it meets the needs of members and event participants.
- Lead on uploading and managing all content to the events platform and website.

Event venue liaison management:

- Lead on working with external agencies to source and agree venue contracts for all in-person events and meetings.
- Agree all contracts in line with AMOSSHE needs.
- Review all contracts and partnerships with external venues and events agencies to ensure they meet the needs of AMOSSHE.

Sponsorship development and liaison:

- Lead on development to increase the diversity of sponsorship opportunities and the diversity of sponsors / partners to increase our revenue.
- Develop and maintain systems of recording and evaluating partner opportunities and engagements.
- Source and develop new sponsor / partner leads.
- Liaise with the Office and Operations Coordinator to ensure the administration of confirmed sponsors and ensure all deadlines are chased and met.
- Further develop our relationships and feedback mechanisms with sponsors / partners.

General:

- Active contribution to a professional team.
- Maintain motivation while working with minimal supervision, and demonstrate independence.
- Represent the organisation; act as 'face' and 'knowledge' of the team.
- Any other duties on behalf of AMOSSHE as may reasonably be required.

Further details

AMOSSHE has a legal responsibility to ensure that prospective employees have the right to work in the UK before they commence employment. You can find more information at:

<https://www.gov.uk/browse/visas-immigration/work-visas>.

For European Economic Area (EEA) and Swiss nationals who want to work in the UK, you can find further information here: <https://www.gov.uk/browse/visas-immigration/eu-eea-swiss>.

Person specification

All the below criteria are seen as extremely important to the role. AMOSSHE will be testing against these criteria as part of the application process or the interview. Please make note of these when applying for the role.

Education/qualifications and training
1. Relevant experience in event logistics and income generation.
Knowledge/skills
2. Excellent administration and organisational skills.
3. Excellent numeracy and accuracy skills.
4. Excellent communication skills, written and verbal.
5. Ability to prioritise tasks.
6. Good interpersonal skills, including tact and diplomacy.
Experience
7. Experience of events administration, logistics and management, for in-person and online events.
8. Experience of building relationships with key partners / sponsors.
9. Use of MS Office applications and bespoke software with training.
10. Experience of managing and maintaining budgets.
Personal characteristics / other requirements
11. Excellent interpersonal skills; able to liaise effectively with all levels of staff.
12. Creative outlook for developing events and opportunities for income generation.
13. Professional demeanour.
14. Ability to handle a varied workload with conflicting demands.
15. Ability to work with minimal supervision, and often alone.
16. Ability to contribute and maximise being in a geographically dispersed team.
17. Innovative 'can do' approach and delivery.
18. Ability to produce work on time and to tight deadlines where required.
19. Flexibility to meet changing situations and workloads.
20. Ability to use common sense and humour appropriately.
21. Committed to the student experience and supporting the development of professional services within higher education.