



University
of Exeter

THE POST

Faculty/Service: Global Advancement office within External Engagement and Global division

Post: Alumni Events Officer

Grade: E

Reporting To: Alumni Communications and Events Manager

Job Description

Main purpose of the job:

The Alumni Events Officer will be responsible for primary coordination and delivery of UK-based cultivation, networking and other events for alumni, donors and other selected constituents. The Events Officer will create a calendar of events for the coming academic year, in consultation with their line manager. They will ensure the smooth delivery of events from conception to delivery and follow up, working with caterers, venue managers, and other university staff as required.

The role will also coordinate with the Corporate Events Team to maximise event opportunities, and deliver a portfolio of online and in person events throughout the year, in support of Global Advancements, the Faculties, other Directorates, and the University's strategic objectives.

The Events Officer will support colleagues across the organisation to provide a seamless events support service.

Main duties and accountabilities:

- Managing and supporting a portfolio of internal and external events and visits throughout the year, across VIP events, alumni graduation activities, alumni networking, social events, showcasing, and private dinners/meetings
- Planning, booking venues and suppliers (e.g. photography, catering, AV), briefing (including staff travel and accommodation requirements), coordinating and delivering events and visits
- Developing and agreeing event concepts, and suggesting suitable speakers and content
- Preparing key communications for stakeholders, including invitations, event briefings etc
- Oversee responses as they are banked and recorded to the database. Determine if further invitations need to be sent based on response rates, and if registered attendees need to be highlighted to staff members so that other activities can be planned with them
- Ensuring that events can be delivered within budget and other resource constraints
- Ensuring the effective and sensitive management of client event information
- Liaising effectively with event clients and the offices of senior staff at the University, including colleagues in the Executive Suite, in particular Executive Personal Assistants and Executive Officers to the Vice-Chancellor, Provost and Registrar.
- Ability to network with a variety of alumni, volunteers and donors

- Supporting the effective marketing and promotion of events as required, using multiple channels and communications techniques
- Advising colleagues within the University on the delivery of effective events – and ensure that the staff attending events are clear on their roles and responsibilities
- Organize and run planning sessions for each event, aiming to identify audience, develop the event concept and draft a timeline – and how each event links to broader KPIs, or informs the next step of communication/relationship building
- Supporting effective working with internal and external agencies and partners to prepare for events
- Marketing and promoting events including print, digital and verbal communication working in conjunction with colleagues
- Directing Alumni Engagement Administrator as required

The post holder will need to demonstrate a confident communication style in order to effectively carry out the role, with the ability to confidently foster relationships with internal and external audiences as appropriate.

The post holder is expected to provide advice and solutions to routine day-to-day problems through, taking a pro-active approach to problem solving using initiative and judgement to address and resolve.

The post holder will work within established processes and procedures but with an expectation to be proactive with idea generation, and with the ability to work independently, and as part of a team.

This job description summarises the main duties and accountabilities of the post and is not comprehensive: the post-holder may be required to undertake other duties of similar level and responsibility. All team members are required to work flexibly and across other teams as required on projects and other pieces of work.

Person Specification

<u>Competency</u>	<u>Essential</u>	<u>Desirable</u>
Attainments/Qualifications	Educated to degree level or equivalent in a relevant subject.	Professional qualifications in a relevant subject area.
Skills and Understanding	Excellent client management and interpersonal skills. Good event marketing knowledge and skills. Excellent oral and written communications skills. Excellent level of computer literacy and familiarity with office IT tools and systems.	Understanding of Higher Education. Persuasion and negotiating skills

	<p>Ability to work in a team of professional and creative project managers.</p> <p>Creative – able to make recommendations and decisions on event design and delivery, ability to generate text, write succinctly.</p>	
Prior Experience	<p>Professional experience in events organisation, both online and in person events.</p> <p>Experience of creating, managing and running events and managing conflicting priorities.</p> <p>Experience in a similar, events related role.</p> <p>Working to and achieving deadlines.</p>	Experience of working with stakeholder management databases
Behavioural Characteristics	<p>Highly organised and able to prioritise effectively.</p> <p>Methodical with outstanding attention to detail.</p> <p>Ability to work independently.</p> <p>Good team player able to work effectively with others</p> <p>Punctual and reliable with a 'can do' attitude</p>	
Circumstances	Ability to work outside office hours if required and by prior arrangement.	

Terms & Conditions

Our Terms and Conditions of Employment can be viewed [here](#).

Further Information

Please see our [website](#) for further information on working at the University of Exeter.