



## Events Coordinator

# Applicant Information and Job Description and Person Specification

### Summary

Aston Students' Union (ASU) is a membership organisation for students studying at Aston University. The SU is led by elected student officers supported by a staff team. It is an independent charity and company that exists to impact positively on the life of Aston University students. The SU provides a range of services to enhance the student experience. Services are varied and include advice and support, a student representation framework, over 100 clubs and societies, an accommodation service, headline annual events alongside.

### Job Summary

This is a new and exciting role within our expanding SU Team. We are looking for a skilled and experienced individual to liaise between departments to co-ordinate the planning, promotion and delivery of a broad events programme. You will be responsible for developing the programme of events, introducing new support processes, and facilitating the student membership and its representatives in creating memorable and engaging events.

**Principle Purpose of Job:** To develop and enhance the existing programme of events in conjunction with the student membership and its representatives.

**Work Location:** Aston University Campus: Aston Students' Union, B4 7BX

**Responsible to:** Commercial and Operations Manager

### Equality, Diversity and Inclusivity

**Aston Students' Union is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on Race, Age, Disability, Sex, Sexual Orientation, Gender Reassignment, Religion or belief, Marriage and Civil Partnership or Pregnancy and maternity or any other protected characteristic. If you require any reasonable adjustments to assist you in the application or interview process, please get in touch to discuss your needs.**

### Main Duties and Responsibilities:

- A. To develop the SU program of events to enhance the lived experience of the Aston student community.
- B. To provide coordination and support function for all events.
- C. To assist student groups and their elected representatives in planning, promoting, and delivering student led events.
- D. To introduce effective ways of working to manage the events related demand on SU staff resources.
- E. To take lead responsibility within the organisation for effective delivery of key events.
- F. To develop partnerships with external stakeholders to bring new and innovative events to campus.
- G. To ensure that the program of events is developed in line with student feedback, and the demand for events is addressed and met.
- H. Managing third party booking enquiries.

### **General Responsibilities:**

- A. Any other duties reasonably required by the Commercial & Operations Manager or Senior Management Team.
- B. General event support and assistance.
- C. Providing event planning and co-ordination advice and support to the wider SU team.
- D. Providing support to the wider SU team where they are involved with external events outside of the SU program of events.
- E. Carry out duties at all times in compliance with the Aston Students' Union Equality and Diversity Policy, Ethical and Environmental Policy, Health and Safety Policy as well as adhering to all other Students' Union policies and procedures.
- F. To provide excellent customer service in dealings with our members, Executive Officer Team, Student Reps, colleagues, and any other stakeholder.

## Person Specification

### Essential:

- A “can do” positive attitude to challenges
- Experience managing the planning, promotion and delivery of events
- A team player attitude and willingness to work closely with colleagues and others when required
- A willingness and desire to work in a democratic organization with student leadership
- A commitment to the principles and practices of equality and diversity
- Excellent communication skills and ability to work supportively with others
- Open to working flexible hours, and can be available to work at events outside of standard working hours
- Committed to supporting our charitable vision and delivering high quality services to our students

### Desirable:

- Relevant qualifications in Event or Hospitality management
- Experience of working with student groups, in particular within a Students' Union environment
- Demonstrable Experience of developing and maintaining relationships with internal and external stakeholders
- Demonstrable experience of developing new processes and rolling them out across an organisation

## Applicant information

- Starting salary; **£25,285**
- Pension; 7.5% Employer Contribution
- Free NUS Totum Card.
- If you would like to clarify any information or have an informal chat about the role, please email [s.hussain30@aston.ac.uk](mailto:s.hussain30@aston.ac.uk) .
- To apply, please send a CV and covering letter to our HR and Governance Coordinator, Shadab Hussain on [s.hussain30@aston.ac.uk](mailto:s.hussain30@aston.ac.uk) . The covering letter should detail how you meet the criteria required for the role.

- All applicants must have the right to work in the UK – you must provide proof of this right to work before starting a job.
- Applications received after the closing date stated in the advert will not be considered.
- **Application closing date:** 12 noon on Friday 16<sup>th</sup> June 2023
- **Interview date:** TBC