

JOB DESCRIPTION

Job Title	Events Engagement Specialist (Fixed Term 2 years)
Salary Range	£25,500 - £29,000 basic per annum (successful candidates will start at the base point of the above salary)
Hours of work	Full time 35 hours per week (often operating outside of normal working hours)
Reporting to	Senior Operations Manager- Student Opportunities through to Director of Membership Services
Responsible for	Student Staff and Volunteers as required
Purpose of the Post	<p>Responsible for: working with the Student Opportunities team to deliver the assigned objectives of the Events resource.</p> <p>The Events Engagement Specialist is responsible for coordinating the Students' Union's year round programme of engagement, events and activities, designing and delivering a diverse programme of events that bring students together, create unforgettable experiences, and foster a sense of connection, community, and belonging.</p> <p>The Events Engagement Specialist will also be responsible for ensuring the health and safety of participants during any activity programme and events as well as creating budgets for individual events/projects.</p> <p>This role will operate outside of normal working hours in order to deliver events for students, at times relevant for students.</p>

ROLE SPECIFIC DUTIES

- **Responsible for the delivery of the assigned objectives of the events resource-** Support the delivery of the agreed outcomes & requirements, events budget management, department resources and risk management (operational, reputational and legal risks), support the upholding and delivery of departmental objectives to fulfil the UPSU vision, values and strategy.
- **Line management of Student Staff** - Where appropriate support the recruitment, induction and training of student staff, ensuring their understanding and adherence to expectation of work assigned, recognising their success and working with Line Manager to address any concerns
- **Oversight of Volunteers** - Support the recruitment of volunteers, induction and training, ensuring their understanding and development and recognising their successes.
- **Facilitate and manage the support for delivery of the Union events -**
 - Plan, promote, and deliver a varied calendar of student-led and student-focused events throughout the academic year. Manage event logistics including budgeting, scheduling, risk assessments, bookings, and health & safety compliance.
 - Focusing on connection, community and belonging, ensure events are inclusive, accessible, and reflective of the diversity of the student body. Champion student wellbeing and ensure events contribute positively to students' mental, social, and emotional health. Bring innovation and energy and always look for new ideas and creative ways to engage students.
 - Collaborate with relevant functions and students: Collaborate with marketing teams to effectively promote events across digital and physical channels. When required, work closely with student societies, sports clubs, and liberation groups to co-create events that celebrate identity and build community.
- **Facilitate, manage and support relevant and effective processes and systems (delivery and impact capture)** - ensuring there are systems appropriate processes in place to record, track, report, review and renew activity, emerging trends/themes/areas of focus and impact recording and reporting. Use feedback and data to evaluate events and continually improve offerings, as well as ensure we are promoting the impact and value of the events and activities

- **Critical University Partnership Support** - Embedding Union projects and activity across campus to create strong partnerships and networks for identifying collaborative project opportunities with the University of Portsmouth and external partners and maintain and strengthen our partnership across the University
- **Support development of & collaboration with external partners** - source new partnerships and collaborations with external partners, creating and maintaining new relationships to benefit projects as required.
- **Elected Officer/Student Volunteer Support** - Support the relevant elected officer and relevant student executives and volunteers in their roles as required. Embed the involvement of elected reps in delivery and development of activity.

GENERAL DUTIES

- The Union operates on a matrix system so at some stage all employees may be required to manage people and resources. At all times employees are required to work collaboratively with colleagues and elected student representatives across the Union.
- All employees are individually and collectively responsible for understanding and complying with all statutory legislation and the Union's policies and procedures.
- All employees are individually and collectively responsible for working to the Union's values.
- To ensure that stakeholders' expectations are exceeded whenever possible employees will be required to support the gaining of and acting on feedback as part of day to day activity.
- The Union considers regular and ongoing personal development/training as essential to role delivery and Union development. It is expected that employees undertake any such development/training offered as is reasonably practicable.

[Competency framework for Events Specialist](#)

OTHER DUTIES

The nature of the post will, at times, require additional commitment over and above normal responsibilities and hours. The requirements will always be commensurate with the role and employees are required to undertake such duties as requested.

I _____ (*print name*), by signing below, agree with the above Job Description

Signed: _____ **Date:** _____