



The University of York / The Student Centre
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JOB DESCRIPTION

Job Title	Events Coordinator
Reporting to	Commercial Marketing Development Coordinator
Place of Work	The Student Centre – University of York / Hybrid options available
Hours of Work	35 hours a week. Flexible working available.

Purpose of Role

Working within the Marketing and Communications team, the Events Coordinator will lead on YUSU's events offering by coordinating headline and staff led events, and supporting and guiding student led events through YUSU's event process. This role will support, develop, and deliver a range of events, whilst considering student experience, attendance, and income opportunities. The Events Coordinator will coordinate the smooth and successful delivery of events both on and off campus working strictly to budgets and deadlines. The post holder will facilitate relationships between student groups and Officers, University departments, external suppliers, and YUSU's teams.

Operational Management

- To work alongside student event organisers to develop plans, budgets and to attend relevant meetings to support organisers.
- Support venues teams by creating links with relevant student organisers and providing specialist knowledge to their event planning.
- To assist student organisers in creating and developing their vision for an event within budget and Health & Safety guidelines.
- Liaise between the organisers and the Marketing and Communications team for the timely production of print material and digital promotion.
- Keeping the Marketing & Communications team (& wider team) up to date with information relating to event logistics.
- Contribute actively to decisions on YUSU major events, considering member feedback and actively seeking this input.
- Champion YUSU's event process from day to day implementation to suggesting improvements and refinements to the process.
- To assist in finding sponsorship and other income opportunities within events/or external companies to attend events where appropriate.
- Compile rotas, briefings and internal updates when necessary.
- Manage events on the day, including setting up, instructing external contractors, and de-rig.

- Responsible for the YUSU event calendar to ensure communication is as early as possible with all departments and avoid scheduling issues.
- Ensure event equipment is well stocked and maintained.
- Source competitive quotes and build relationships with suppliers for student-led and YUSU events.

Finance

- Work effectively with finance staff on raising purchase orders for events.
- Liaise with budget holders to ensure budgets are carefully considered and not exceeded.

Key Tasks:

- Provide knowledge and expertise in the area of event planning and organisation. Where appropriate; provide specialist knowledge across charitable and commercial areas.
- To be the first point of contact for student groups who are planning events, in particular Part-Time Officers and Networks, College JCRCs, Student Media Groups, RAG etc, and guiding enquiries through the events process.
- Ensure efficient events systems and procedures are in operation as well as being able to adapt way of working in response to internal and external demands.
- Be responsible for the coordination of events involving all aspects of the organisation of the events including liaising with external contacts, bookings, and venue arrangements. This work will include additional events which are added to the calendar throughout the year.
- Approach events with a focus on Health & Safety, ensuring relevant stakeholders are consulted and informed of plans, and use appropriate systems to ensure compliance with University rules and regulations e.g. room booking and event management systems.
- Ensure clear and regular communication with University stakeholders and departments to ensure open information sharing.
- Conduct research, make site visits, and find resources to help staff make decisions about events.
- Contribute to the production of a full event plan (written and oral); including progress with stakeholders, execution of events plan, logistics and on the day requirements. To ensure efficient, effective, professional and high quality service delivery.
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- Work with the Marketing and Communications team to ensure that all events are promoted and communicated via websites, social media, and email as appropriate to maximise participation from target audiences.
- To work closely with the team to meet income, attendance, and satisfaction targets for major events.
- Provide a support service to stakeholders on the days of their events and assist with the technical set up (out of core hours and on weekends when necessary).
- Lead on YUSU's involvement at University Open Days and Post Offer Visit Days.
- Evaluate all events and seek feedback on their success, providing summary reports to support annual feedback and develop future events.

Person Specification

Requirements	Essential	Desirable
QUALIFICATIONS		
Educated to degree level (or equivalent experience)		*
EXPERIENCE		
Experience of planning and supporting student led events	*	
Experience of leading and motivating teams	*	
Experience of working with students or volunteers	*	
Relevant experience in events coordination and delivery	*	
Experience of advertising and marketing events	*	
Broad understanding of issues affecting the Higher Education Sector		*
Experience of working in a membership led or democratic organisation, including with elected Officers		*
Experience of communicating & engaging with a diverse range of stakeholders, both individuals & groups at different levels	*	
Experience of project work and project planning	*	
Experience of costing and monitoring expenditure for a variety of projects of differing sizes and complexity		*
Experience in developing administrative systems and procedures	*	
SKILLS AND ATTRIBUTES		
Strong IT and computer literacy skills, including spreadsheets and word	*	
Excellent interpersonal skills - able to communicate articulately & confidently	*	
Strong time management skills – able to meet deadlines & cope with varying workloads	*	

Ability to work well under pressure, to be flexible and adapt to changes in priorities	*	
Possess a positive attitude to work and ability to organise own workload	*	
Able to work as part of a team as well as under own initiative	*	
Commitment to quality, attention to detail & the delivery of high standards of customer service	*	
To be commercially aware and oversee a budget	*	
Commitment to the principles and practices of equality and diversity	*	