



JOB DESCRIPTION

Job Title	Events Graduate Intern
Reporting to	Director of Communications & Activities
Place of Work	The Student Centre – University of York Students' Union
Hours of Work	35 hours a week
Salary	£18,716.46 per annum (fixed term for 12 months)

Purpose of Role

Working within the Marketing and Communications team, the role of the Events Intern is to support, develop and deliver a range of events, seeking opportunities to generate income through sponsorship, attendance, and commercial activities while balancing the delivery of an excellent student experience. This role will coordinate the smooth and successful delivery of on campus events, and provide guidance in supporting those that are off campus. It is the duty of the post-holder to ensure robust planning including budgets are adhered to and that the deadlines set are met. This role is expected to act as a relationship facilitator between student groups, University departments and external suppliers.

Operational Management

- To work alongside student event organisers to develop plans, budgets and to attend relevant meetings to support organisers.
- 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.
- To assist in finding sponsorship and/or external companies to attend events where appropriate.
- Compile rotas, itineraries and internal updates when necessary.
- Manage the event on the day, including setting up, instructing external contractors, de-rig.
- Responsible for the YUSU event calendar to ensure communication is as early as possible with all departments and avoid any clashes.
- 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 International Students Network, College JCRCs, RAG etc.
- Ensure efficient events systems and procedures are in operation as well as being able to respond with a flexible approach and ensuring that systems are adapted 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.
- Work closely with the communications team, Health & Safety and YUSU staff to ensure that expectations are managed at all times and ensure the effective delivery of events.
- 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 event possibilities.
- Create and revise room layouts/site plans for events.
- Propose new ideas to improve the event planning and implementation process.
- Assist with managing on-site production and clean up for events as necessary.
- Close down all events as required.
- 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.
- Ensure all events and activities are delivered within the planned budget.
- Implement efficient processes and procedures connected with the work of a busy commercial and internal service office including both on-line and offline administration.
- Develop good working relationships with key members of staff across the university, and the city to support the delivery of appropriate promotional support for individual events.
- Work with the Marketing and Communications team to ensure that all events are promoted and communicated via the 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 positive interface with the students, staff and relevant University departments on all events related matters in order to ensure the efficient and effective co-ordination and outcome of any student-led event/YUSU event.
- 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).
- Maintain and use appropriate systems to ensure compliance with University rules and regulations e.g. room booking and event management systems.

- Oversee the arrangement a YUSU presence at University Open Days.
- Evaluate all events and seek feedback on their success, providing summary reports to support annual feedback and develop future events.
- Maintain good working relationships with all internal and external suppliers.

General Notes

- The principle roles and responsibilities will change from time to time and the post holder is required to undertake any additional duties as deemed appropriate.
- Staff are required to have a Personal Development plan and to participate in training, meetings or conferences considered relevant to their job. Staff must carry out their duties with full regard to the rules, policies and procedures and conditions of service contained in the staff information guide.
- A condition of the employment is that all staff are expected to assist in key events throughout the year e.g. Freshers Fair, Summer Ball and any other key events if necessary. Staff are expected to portray a positive image both internally and externally of the Students' Union by displaying standards of service integrity, punctuality, politeness and professionalism.
- To uphold YUSU's environmental and sustainability practices, ensuring good practice is met.
- To abide by YUSU constitutions and policies.
- To work within, promote and uphold the student- led and democratic ethos of the Students' Union.
- **YUSU envisages that this post will develop through time and that the post-holder is expected to be proactive in pursuing these changes.**

Events Intern: Person Specification

Requirements	Essential	Desirable
QUALIFICATIONS		
Current student/ Graduate at University of York	*	
EXPERIENCE		
Experience of planning and supporting student led events	*	
Experience of leading and motivating teams	*	
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 and engaging with a diverse range of stakeholders, both individuals and 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 and confidently	*	
Strong time management skills – able to meet deadlines and 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 and the delivery of high standards of customer service	*	
To be commercially aware and oversee a budget	*	
Able to influence others		*
Commitment to the principles and practices of equality and diversity	*	

