

JOB DESCRIPTION

Job Title	Events & RAG Coordinator	Current Grade	Grade 4
Responsible to	Activities Development Manager		
Responsible for	N/A		
Job Summary	The Events & Fundraising Coordinator will assist the Sabbatical Officers and AUSA Staff with all AUSA events, and support student groups in the successful delivery of student-led events		
Principal Duties and Responsibilities	<ul style="list-style-type: none"> • Responsible for the successful and safe delivery of AUSA flagship events such as the Grad Ball and Freshers' Week; ensuring events are delivered to budget through sponsorship, sales and other business activities • Act as consultant for AUSA branded events. • Working with staff and Sabbatical team, responsible for the development and successful implementation of an AUSA Events programme delivered to budget through sponsorship, sales and other business activities • Design and deliver a framework (training) for AUSA events that all events organisers must comply (including both AUSA standards and legal requirements). • Provide support to AUSA RAG in training, logistic planning, H&S compliance, events and financial processing. • Act as AUSA Ambassador for AUSA RAG with all stakeholders • Provide support to the AUSA RAG committee in the effective delivery of the charity grants process. 		

SPECIFIC ACTIVITIES	ROLE REQUIREMENTS
<p>1 Communication</p>	<p>ORAL:</p> <p>Extensive telephone and face-to-face communication with all Association members of staff, Sabbatical Officers and student groups in fundraising and the planning and coordination of events.</p> <p>Communicates with external stakeholders such as venues and suppliers for the provision of services for events.</p> <p>Communicates with key points of contact at the University of Aberdeen such as External Affairs in particular regarding the use of campus facilities for events e.g. Freshers' Week.</p> <p>The role requires strong oral communication skills and professional confidence, tact, diplomacy and negotiating skills when dealing with a wide variety of persons from different student groups within AUSA and with external stakeholders.</p> <p>Regularly required to discuss queries and issues with AUSA staff and Sabbatical Officers team and other stakeholders as required.</p> <p>Responsible for participating and organising key event planning meetings and required to give a regular oral progress report, comment on any issues that might arise and contribute to discussion and brainstorming.</p>
	<p>WRITTEN:</p> <p>Extensive communication via email and letters regarding all events coordination activities to both internal and external stakeholders.</p> <p>Contributes to the development of pre-event material e.g. invitations, programmes, printed and e-flyers, web pages, newsletters. This includes updating existing versions where appropriate and drafting other documents from scratch.</p> <p>Required to provide reports on evaluation of events e.g. budgeting outcomes, ticket sales, attendance, engagement etc. through using feedback tools developed through own initiative.</p>
<p>2 Teamwork and motivation</p>	<p>Will lead event organisation and planning meetings taking a lead role in ensuring deadlines are met and tasks are carried out.</p> <p>Required to work closely with all other members of the team and provide first point of contact for all event enquiries and organisation, in particular the Graphic Designer to ensure appropriate branding and promotion of events.</p> <p>Works with every team in contact with within AUSA as well as at the University of Aberdeen and is flexible and willing to get involved and help out to assist colleagues. Extensive involvement in assisting Sabbatical Officers with all events</p>

	<p>including Freshers' Week.</p> <p>Works closely with team colleagues in developing systems and procedures to continually improve efficiency, quality of service and effectiveness, including contributing to development of new operating procedures.</p>
<p>3 Liaison and networking</p>	<p>Liaises with the CEO and all other members of staff, Sabbatical Officers, external suppliers, venues and stakeholders for all matters relating to an event organisation and planning.</p> <p>Point of contact for University of Aberdeen in relation to event planning at AUSA.</p> <p>Establishes a rapport and liaises with main points of contact within each area to provide support and advice as well as main point of contact within AUSA regarding all event enquiry matters.</p> <p>Exchanges information with and between other staff and colleagues for effective working (e.g. checking availability of colleagues, making room bookings etc).</p> <p>Exchanges information with outside bodies (eg travel arrangements/venues/agendas for speakers at events etc).</p> <p>Will be required to attend events, look after speakers, welcome attendees and assist with queries as and when they arise.</p>
<p>4 Service delivery</p>	<p>Main focus is to provide all planning, organisation and execution of events as and when requested in liaison with the relevant internal and external stakeholders.</p> <p>Ensures events have robust budgets in place, and that events are delivered to these budgets.</p> <p>Actively support Sabbatical Officers in their events and what they want to achieve.</p> <p>Responsible for the overall organisation of the plan for large events such as Freshers' Week.</p> <p>To provide an efficient and effective first point of contact for all in relation to all aspects of event coordination for AUSA.</p>
<p>5 Decision making processes and outcomes</p>	<p>Responsible for making general decisions on day-to-day event planning and coordination queries and communication.</p> <p>With support from their line manager, responsible for ensuring suppliers are providing services at competitive prices and planning events within budget.</p> <p>Responsible for ensuring that Health & Safety and other legislative requirements to be considered for each event are done.</p> <p>Responsible for carrying out risk assessments for each event.</p>

	<p>Responsible for providing training and support to all Sabbatical Officers in organising and planning events including agreeing timelines for activities and an event calendar.</p> <p>Will provide proposals regarding development of AUSA event planning and coordination and lessons learned from events to the Activities Development Manager for review.</p>
<p>6 Planning and organising resources</p>	<p>Overall planning and organising of own workload and ensuring that both external and internal stakeholder queries and requests are dealt with in a timely manner.</p> <p>Ensure that planning and logistics of events are completed on time and to a professional standard.</p> <p>Ability to manage own workload effectively with limited supervision and excellent time management skills.</p> <p>Manage and maintain a supplier database for the supply of services for events e.g. balloons/chairs/catering.</p> <p>Manage and maintain the events calendar and deadlines and requirements that need to be met e.g. licensing applications.</p> <p>Ensure there are clear staff briefs provided for major events to ensure clear expectations are set and communicated among the team and staff in advance of the meeting.</p>
<p>7 Initiative and problem solving</p>	<p>Ability to use experience working in events to effectively organise events and ensure contingency planning is carried out for every event.</p> <p>Ability to respond concisely and professionally to queries in relation to all aspects of event coordination within AUSA.</p> <p>Provide advice, support and to respond to queries and issues regarding event coordination and budgeting of events and risk assessments.</p> <p>Is proactive in identifying potential problems and works towards finding and implementing creative solutions paying particular attention to Health & Safety legislation.</p> <p>Responsible for creating a full event plan for larger events over a staff brief to communicate the plans and contingencies (such as wet weather plans).</p>
<p>8 Analysis and research</p>	<p>Preparation of reports regarding the success of events e.g. student feedback, ticket sales, basic financial analysis and profitability.</p> <p>Analyses events in relation to outreach and student engagement through feedback from students and conducting research into what students want in terms of events and writes proposals for the Sabbatical Team to consider for future events.</p>

	<p>Sets up lessons learned, debriefs or wash-up workshops after events for all AUSA staff to ensure that future events are increased in effectiveness and efficiencies.</p>
9 Sensory and physical demands	<p>Required to use computer software packages and data entry devices to achieve high levels of accuracy.</p> <p>Manual handling in the lead up, execution and clean up of the events.</p>
10 Work environment	<p>Works in a stable office environment. Is required to be sensitive and supportive towards others.</p> <p>Is required to attend events and operate within the community.</p>
11 Pastoral care and welfare	<p>Is required to be sensitive and professional to colleagues, students and visitors to the Association in both formal and informal situations.</p> <p>First point of contact for external stakeholders and all queries in relation to events for AUSA.</p>
12 Team development	<p>Actively involved in the team as a whole and supports all AUSA staff with on-the-job learning of events coordination policies, procedures and best practice.</p>
13 Teaching and learning support	<p>Required to provide Induction Training to new staff as well as bespoke training to Sabbatical Officers in understanding the policies and procedures in place in relation to event organisation and coordination at AUSA. Included in this training is the explanation and getting new members of staff on board to the procedures and how they help the events run smoothly and efficiently.</p>
14 Knowledge and experience	<p>Good standard level of education.</p> <p>Experience in event management and organisation</p> <p>Experience working in/with charity sector and/or community groups is desirable.</p> <p>Experience and knowledge of venues and event planning in conjunction with them</p> <p>Excellent communications skills including diplomacy</p> <p>Flexible approach to work</p> <p>Ability to deal a wide variety of people in a professional manner</p> <p>Ability to work to and meet deadlines on a regular basis</p> <p>Ability to work on own initiative and as part of a team</p>

