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**EVENTS PROGRAMME ADMINISTRATOR**

8 month Fixed Term Contract (Sept 2014-April 2015)

**Accountable to: Events Manager**

**Salary: £19,247 pro rata**

**Responsible for: Administrating the Events Programme at LSESU**

**Hours: 37 hours**

**Location: Central London (LSESU)**

**JOB PURPOSE**

1. **To administrate the internal events programme in the LSESU function spaces within SAW building**
2. **To assist in the administration of the external events programme in the LSESU function spaces within SAW building**
3. **To support the Events Manager with the development of a wider events programme**

**KEY RESPONSIBILITIES**

1. **Internal Events**
* To administrate the internal events schedule for all LSESU function spaces as directed by the Events Manager and in partnership with the Commercial Team.

* To deal with all incoming student/society/departmental enquiries; booking spaces as appropriate and accurately recording and updating details in the Events Calendar.
* To liaise with relevant LSE/SU departments to ensure all internal event requirements are met and to send schedules/requests as appropriate:

 - SU Commercial

 - SU Catering

 - Porters

 - Resources

 - LSE AV

 - SU Technical Contractors

 - Security

* To deal quickly and efficiently with enquiries, sending relevant brochures/information as requested and ensuring accurate record-keeping of all events.
* To run the SU day-time calendar for the 6th Floor Meeting Room.
1. **External Events**
* To assist the Events Manager in the administration of the external events/conferences schedule for all LSESU function spaces as required.
* To liaise with relevant LSE/SU departments to ensure all external event requirements are met and to send schedules/requests as appropriate:

 - SU Commercial

 - SU Catering

 - Porters

 - Resources

 - LSE AV

 - SU Technical Contractors

 - Security

* To contribute creatively to the future external events programme/online marketing campaigns/events branding and aesthetic as required.
1. **Events Manager Support**
* To provide administrative support for the Events Manager.
* To assist the Events Manager with the delivery of the major internal SU events: Summer Ball, Graduation Ball, Freshers’ Fair etc.
* To assist the Events Manager with the running of internal/external Events/Conferences as required.

**GENERAL DUTIES**

In addition, all staff have the following general duties laid out in their job descriptions:

* To deliver and develop targets outlined in the Union’s strategic plan.
* To contribute and assist in the Union’s planning processes and the review of its performance and systems.
* Contribute to the positive and professional image of the Union and not act in such a manner as to bring the Union into disrepute.
* To observe and uphold the requirements of the Union Constitution and act at all times in accordance with policies including equality of opportunity.
* To undertake your own typing, filing, photocopying etc.
* Undertake any other duties appropriate for the grade and responsibilities of the post that may from time to time be reasonably requested.
* To take ownership of, their Induction, Personal Review Programme, Departmental Staff Meetings and be responsible for carrying out duties with full regard to the rules, policies and procedures and conditions of service contained in the Staff Handbook, and within Departments of the Students’ Union.
* A condition of employment is that all staff are expected to assist in key events throughout the year e.g. Freshers and welcome festivals and any other key event, including elections, if necessary. Staff are expected to portray a positive image, both internally and externally of the Students’ Union by displaying high standards of service, integrity, punctuality, politeness and professionalism.
* Where you are required to work with volunteers you must support and manage them appropriately in line with the Students’ Union volunteer policy
* Environmental consideration and environmental best practice is the responsibility of all Students’ Union staff
* Any other tasks that would be deemed suitable within this role as directed by line manager