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**INTERNAL EVENTS COORDINATOR**

Permanent Contract

**Accountable to: Operations Manager**

**Responsible for: Administrating the Events Programme at LSESU and coordinating the Internal Events Programme.**

**Hours: 37 hours**

**Location: Central London (LSESU)**

**JOB PURPOSE**

1. **To administrate the events programme in the LSESU SAW**
2. **To oversee the running/coordination of all internal events (including coordinating large-scale internal events as required.)**
3. **To support the Operations Manager.**

**KEY RESPONSIBILITIES**

**Internal Events**

* To administrate and coordinate the events schedule for all LSESU function spaces as directed by the Operations Manager and in partnership with the Commercial Team and External Events Coordinator.
* To deal with all incoming student/society/departmental enquiries; booking spaces as appropriate and accurately recording and updating details in the Events Calendar.
* To ensure the schedule is monitored and the programme scheduled is balanced between student, SU and LSE dept. in line with SU strategy.
* To work across SU-departments and with Sabbatical Officers to ensure the SU internal events schedule is planned and delivered effectively.
* To liaise with relevant LSE/SU departments to ensure all event requirements are met and to send schedules/requests as appropriate:

- SU Commercial

- SU Catering

- Porters

- Resources

- LSE AV

- SU Technical Contractors

- Security

* To be the physical point of contact for Internal Events; to ensure their requirements are met, that all Health & Safety and Fire Regulations are being adhered to, that the event can run safely and that the reputation of the Students Union is safeguarded.
* To be the physical point of contact for Internal Events held by Student Clubs/Societies away from the Saw Swee Hock Centre; to liaise with the Activities Team to ensure the relevant Risk Assessments are complete, all safety measures are in place and that the reputation of the Students Union is safeguarded during these events.
* To manage student staff (Event Stewards/Supervisors) as required.
* 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.
* To take responsibility unsupervised during out-of-hours and off site events.
* To coordinate/project manage large-scale internal events as required (e.g. Graduation Ball). To include:
  + Volunteer Recruitment and Management
  + Supervising and coordinating all aspects of the planning, marketing and implementation of the event.
  + Working alongside internal SU departments and negotiating/supervising external contractors/partners.

**Operations Manager Support**

* To provide administrative support for the Operations Manager as required.

This may include:

* Supervising and implementing building/office maintenance schedules.
* Arranging meetings/diary management.
* Undertaking research tasks.
* Supporting larger scale Operational projects.

**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