

CANDIDATE PACK

College Events Coordinator

Academic Registrars Department

UNIVERSITY OF
WESTMINSTER 



OUR UNIVERSITY

Under the inspirational leadership of Professor Peter Bonfield OBE, the University of Westminster is a place where discoveries are made, barriers are broken, diversity is celebrated and where everyone is welcome. Serving more than 21,000 undergraduate, postgraduate, apprentice and executive students, our mission is to transform the lives of young people from all backgrounds. We seek to make the world a more inclusive, sustainable, better and healthier place through our educational, research and knowledge exchange endeavours.

Since our founding in 1838 we have stood out as innovators, committed to tackling social inequalities. In 2021, our University ranked 2nd in England out of more than 100 higher education institutions for social mobility. The ranking - produced by the Institute for Fiscal Studies and the Sutton Trust - compares the number of students from low-income backgrounds at universities, and the extent to which their studies helped them to move up the income ladder. Westminster has the second highest performance among universities in England.

As we focus forward to 2029, we will continue to do so in a way that is true to our progressive, compassionate and responsible values. Our education offer will be more personalised and authentic, giving students from all backgrounds an opportunity of transformative learning, helping them succeed in their studies and professional lives. Our curriculum will be employability-linked, leading to stronger outcomes and helping prepare our graduates for the world of work and for life. Our research and knowledge exchange will enable us to maximise our positive impact on societies in the UK and around the world in an environment where everyone is inspired to succeed. Our priorities of wellbeing, inclusion and sustainable development will help us as we navigate through the challenges and opportunities towards 2029.



OUR PRIORITIES

The University's 2022-2029 strategy, *Being Westminster*, sets us apart and builds on our unique history and achievements. In our University, we value social justice, moral conscience, inclusivity, and equality, acting positively together to make change for good.

The University of Westminster has three priorities.

WELLBEING

Working and studying together at Westminster as a community of students and colleagues is a big part of our lives – doing so in an environment that places our wellbeing front and centre helps us to be safe and feel safe. We care for the safety, health and wellbeing of those around us as well as ourselves.

INCLUSION

All Westminster, colleagues and students are in a supportive and safe learning and working environment which is equitable, diverse and inclusive, is based on mutual respect and trust, and is a place where harassment and discrimination are not tolerated. As a responsible institution, we strive to ensure and to champion equality. As a progressive institution, we take pride in our diversity. As a compassionate institution, we commit to an inclusive culture that allows students and colleagues to reach their full potential.

SUSTAINABLE DEVELOPMENT

We take inspiration from the 17 United Nations' Sustainable Development Goals (SDGs) in how we drive our actions and activities and governance across our University. As a community, we bring together our collective energies to play our part in addressing the climate crisis and inequalities to enable a more sustainable and socially just world. We are one of the top 20 universities in the world in SDG 5 for providing equal access and supporting the academic progression of women. We are one of the top 25 universities in the world in SDG 10 tackling economic, health based and international inequalities. We are in the top 50 universities in SDG 12 for promoting resource and energy efficiency, having a sustainable infrastructure, and providing access to basic services for all.



OUR OBJECTIVES 2022-2029

Against a backdrop of a changing and challenging higher education environment, the University has recently completed a major review of its objectives and strategy and has published its commitments for the period 2022-29.

EDUCATION

We will offer personalised and authentic education, underpinned by an inclusive curriculum, to enable all our students, from all backgrounds, to engage in transformative learning and to succeed in their studies and professional lives. We will address global, political, and social challenges through a relevant demand-led and forward-looking portfolio. We will do this by offering authentic teaching, learning and assessment modes which immerse students in the wider-world through live projects, work-based learning and global opportunities. We will invest in our people to enable all teaching colleagues to plan and deliver exceptional learning experiences and professional colleagues to offer exceptional support. Students will be empowered by working in partnership with colleagues and fellow students to shape the Westminster experience. We will develop an integrated physical and digital environment that supports excellent practical, active and collaborative learning for all our students.

RESEARCH AND KNOWLEDGE EXCHANGE

Research and knowledge exchange are fundamental to our commitment to making a positive difference to the world and transforming lives. We are committed to research in four priority areas: Diversity and Inclusion; Health Innovation and Wellbeing; Sustainable Cities and the Urban Environment; Arts, Communication and Culture. Our excellence in research and knowledge exchange will infuse our education endeavour, inspiring and equipping our students as agents of change locally as well as globally. We will continue to grow our community of PhD researchers, ensuring that the Westminster postgraduate research experience remains sector leading and the foundation for great careers. In knowledge exchange we will focus on engagement with government, business and with the public and local community. We will achieve more when we identify shared interests and build partnerships with our communities and collaborate for the public good with a clear civic purpose.

EMPLOYABILITY

We will ensure that all our students benefit from employability-led learning and purposeful engagement with employers, business and industry, to give students from every background the best possible preparation for the world of work and enable the best possible employability outcomes. We will do this through the further extension and embedding of programmes such as work-based and placement learning; the Westminster Employability Award; Westminster Working Cultures; mentoring; and student enterprise. Employability-related learning will be a core and critical part of the courses and curriculum we offer, right across the University. It will be front and centre of life at the University for students and colleagues.



A key priority will be the development of a dedicated Centre for Employability and Enterprise at 29 Marylebone Road, intended to transform our student experience and our engagement with business, industry and employers. The Centre will provide a game-changing experience through which undergraduate and postgraduate students from across Westminster will come together and practise enterprise; develop an entrepreneurial mindset and skills; access training, work, projects, business advice and mentoring; and connect directly with employers. The future-focused environment of the Centre will scale up our employability provision, helping our students to be 'fit for the future' in the most challenging of post-pandemic labour markets and economic environments. It will strengthen links between our UK-based and international employer partners and our motivated, bright, work-ready students, affording employers access to a diverse mix of people right for the needs of the contemporary workforce.

GLOBAL ENGAGEMENT

We will raise the international reputation and reach of the University, ensuring that 30% of our undergraduate community and 70% of our taught postgraduates come to us from overseas. Overseas partnerships will remain central to our global engagements. We will prioritise the outward mobility of our students to partner institutions, contributing to students' development of employability skills and competences. We will extend and deepen our Trans-National Education relationships. These partnerships, particularly that with Westminster International University in Tashkent, will move beyond franchised or validated arrangements to embrace employability, alumni-related research, CPD and knowledge exchange connections.



OUR STRUCTURE

ACADEMIC STRUCTURE

Our structure is built to deliver an enhanced learning environment, stronger and broader industrial, international and professional connections and pioneering and impactful research. The University comprises three Colleges:

Westminster Business School

- School of Organisations, Economy and Society
- School of Finance and Accounting
- School of Applied Management
- School of Management and Marketing

Design, Creative and Digital Industries

- School of Architecture and Cities
- Westminster School of Arts
- School of Computer Science and Engineering
- Westminster School of Media and Communications

Liberal Arts and Sciences

- School of Social Sciences
- Westminster Law School
- School of Humanities
- School of Life Sciences

The University Executive Board comprises:

- Vice Chancellor and President
- Deputy Vice Chancellor (Employability and Global Engagement)
- Deputy Vice Chancellor (Education and Students)
- Deputy Vice Chancellor (Research and Knowledge Exchange)
- Chief Operating Officer and University Secretary
- Three Heads of College

PROFESSIONAL SERVICES

Our Professional Services teams support the effective and professional delivery of our teaching, research and knowledge exchange and the management of student residences and sports facilities.

- Academic Registry
- Business Engagement
- Estates
- Finance and Commercial Activities
- Global Recruitment, Admissions, Marketing and Communications
- Information Systems and Support
- People, Culture and Wellbeing
- Strategy, Planning and Performance
- Student and Academic Services



JOB DESCRIPTION

Job Title: College Events Coordinator

Reports to: College Support Officer

Department: Academic Registrars Department

Grade: NG4

ROLE PURPOSE

To project manage the logistics to ensure efficient organisation and smooth running of college events, coordinating the College's events calendar to avoid duplication of effort and ensuring a manageable pattern of delivery. To manage the advance planning activities for events, including budget and costing preparation, promotion of events, establishing timelines, securing venues, liaison with internal and external suppliers, delegates, and students.

PRINCIPAL ACCOUNTABILITIES

1. To coordinate and deliver a wide range of events, which support delivery of the strategic aims of the College.
2. To work closely with the Head of Colleges and Heads of Schools, and other senior academics, providing advice to assist them in the decision-making process for agreeing College events, ensuring that activities are within budgetary constraints.
3. To deliver a high quality, courteous, efficient, and customer-focussed service in response to students/delegate queries and troubleshooting on the day of events to ensure that all runs smoothly.
4. To identify any health and safety issues or associated risks for each event and follow up where necessary. Co-ordinate the process for the completion of a risk registers for each event and ensure that each risk is mitigated as necessary.
5. To maintain financial records for events and conferences, including the use of Agresso to convert requisitions into orders, process invoices, code expense claims for final authorisation by the relevant budget holder. To monitor costs and income specific to each event and provide advice to the event sponsor in order to ensure budgets are adhered to
6. To liaise with colleagues in Estates, for example catering, cleaning, security, and Front-of-House support in order to prepare for the efficient operation of events on University premises.
7. To work with external partners including Professional, industry and accreditation bodies



where required for the delivery of joint events.

8. To advise on the most suitable means of event promotion, and organise as appropriate, including for example invitations, website news items, production of posters, programmes, Welcome packs, Abstracts, bios, badges, and signage.
9. To make arrangements for event registration using online booking and payment systems in advance of the event as appropriate, alerting reception to the list of attendees, and managing a registration desk on the day of the event.
10. To undertake post-event evaluation where appropriate, including reporting on delegate numbers, circulation and collation of evaluation questionnaires, analysis of outcomes and producing reports for event stakeholders with recommendations on how to make enhancements to future events.
11. To supervise and assist with the coordination of work in the College Office, in the absence of the College Support Officer. To make arrangements for additional events support where necessary, including the supervision of student helpers, doctoral students, and interns.
12. To undertake any other appropriate administrative duties including providing cover for absent colleagues as required by the College Support Officer to ensure the efficient operation of College administrative services.

CONTEXT

The Academic Registrar's Department is responsible for oversight of academic and student administration services across the University. It has an establishment of over 100 staff. In 2015 ARD adopted the following mission statement:

The Academic Registrar's Department will be recognised for excellence and professionalism in leading the University's academic administration and academic governance functions. As a team of specialist professional practitioners, and through the provision of expert advice and the ownership and management of holistic and efficient administrative processes and policies, we will meet our responsibilities by:

- Assuring academic standards and enhancing academic quality through the effective management of the University's academic infrastructure.
- Supporting the strategic leadership and delivery of learning, teaching, and research.
- Delivering a seamless student journey through the administrative lifecycle from enrolment to graduation and beyond, wherever appropriate using technology to improve efficiency, remove barriers and provide solutions that will allow stakeholders to



access our services wherever and whenever is convenient to them.

- Ensuring the quality and integrity of all student- and course-related data and developing effective and efficient data management and related business processes.
- Ensuring the effective delivery of academic programmes and Faculty events and activities through the provision of professional support to Deans and senior academic colleagues.

Our work will enhance the student experience through anticipating and responding to student need, and putting the student's expectations at the heart of all that we do.

Enhancement of the student experience is at the forefront of each College's aims, and all events, including research and external conferences should actively engage students (well beyond just attendance) so that they are visible contributors. Alumni and external stakeholders and partners should be involved in events as imaginatively as possible, particularly at the planning stage so their ideas and agendas can be integrated effectively.

Partnering with the UWSU is encouraged, as is advertising the collaboration with them where possible.

Each College has an Events Coordinator to help ensure these aims are met and to ensure that the events are well organised, have high impact and have the best attendance in terms of numbers and diversity.

The University requires all postholders to have an understanding of individual health and safety responsibilities and an awareness of the risks in the work environment, together with their potential impact on both individual work and that of others.

DIMENSIONS

Events may include:

- Orientation programmes for students
- End-of year assessment and degree shows
- Specialist/professional lectures, including guest speaker arrangements
- Student celebratory activities
- Public conferences and seminars open to students
- Research conferences
- Staff development events
- Learning and Teaching days
- Professional Body/accreditation and industry visits.

There is no line management responsibility, but the Events Coordinator may be expected to supervise the College Office team in the absence of the College Support Officer, or to supervise student helpers and doctoral students deployed to assist with events.

Depending on the time of year, there are multiple events taking place, some of which may overlap, so an organised approach and good time management is essential.



The post will be based on the campus that the College is mainly sited but may be required to work from other venues and University of Westminster sites when required. Although typical office hours will apply, the post holder will be expected to be flexible and adjust their normal working pattern to accommodate attendance at evening and weekend events.

At certain busy times of the year (for example during enrolment, examination, assessment, graduation, and course modification periods), it may be necessary for ARD staff to work outside normal working hours, including occasional weekends, and annual leave may be restricted during these times. Any additional hours worked will be compensated in accordance with the University's overtime policy.

All ARD staff may be required to help support any ARD activity according to business need, whether or not that activity forms a core part of the role holder's job description.

KEY RELATIONSHIPS

- Head of College
- Director of College Operations
- Associate Heads of College Heads of School
- College Support Officers
- Other Professional Services staff particularly local Estates colleagues.



PERSON SPECIFICATION

QUALIFICATIONS

Essential

- Educated to degree level or equivalent experience

TRAINING AND EXPERIENCE

Essential

- Administrative experience in a complex organisational environment.
- Experience of working in a customer- focused environment with proven involvement in enhancing the customer experience.
- Understanding of health and safety responsibilities and an awareness of the risks involved with holding large events, and how to mitigate against them.
- Experience of building effective relationships with senior managers, using tact and diplomacy.
- Experience of planning and organising own workload to ensure objectives and deadlines are met.
- Proven IT skills, including excellent working knowledge of MS Outlook, Word, and Excel.
- Proven budgetary and financial management skills.

Desirable

- Experience of working in Higher Education.
- Experience in the use and application of financial/purchasing software.
- Management of risk registers

APTITUDES, ABILITIES AND PERSONAL ATTRIBUTES

Essential

- Strong oral and written communication skills and the ability to successfully communicate with staff from a range of different professional and technical disciplines.
- Ability to establish good working relationships with staff, students, and external bodies
- Ability to work in an efficient and organised manner with the ability to prioritise and handle multiple tasks
- Strong attention to detail.



- A proactive approach to problem solving.
- A flexible attitude to changing workloads
- Strong commitment to providing excellent customer care to a range of stakeholders
- Self-motivated with a flexible positive attitude.
- Ability to work well under pressure on own initiative and as part of a busy team.
- Flexibility to adapt to changing work patterns.
- Fully committed to contributing to a stimulating learning and working environment which is supportive and fair, based on mutual respect and trust, and in which harassment and discrimination are neither tolerated nor acceptable.

Desirable

- An understanding of the crossover between print and online publishing and familiarity with desktop publishing techniques.
- Understanding of writing, editing, and publishing web-ready content



HOW TO APPLY

To apply for this vacancy, please visit our [vacancies page](#) where you will be able to download our application form template. You will then be requested to complete a quick registration before being able to upload completed application form and any supporting documentation.

Applications should include:

- A concise statement in support (ideally no longer than two pages), addressing the criteria in the Person Specification and motivation for applying.
- You may also include an up to date curriculum vitae.
- names and contact details of two referees (although referees will only be approached at offer stage).

The deadline for receipt of applications is midnight on 06 May 2024.

Interviews will take place on 20 May 2024.

An appointment will be made subject to proof of eligibility to work in the UK and satisfactory references being obtained.

At the University of Westminster, diversity, inclusion, and equality of opportunity are at the core of how we engage with students, colleagues, applicants, visitors and all our stakeholders.

We are fully committed to enabling a supportive and safe learning and working environment which is equitable, diverse, and inclusive, is based on mutual respect and trust, and in which harassment and discrimination are neither tolerated nor acceptable.

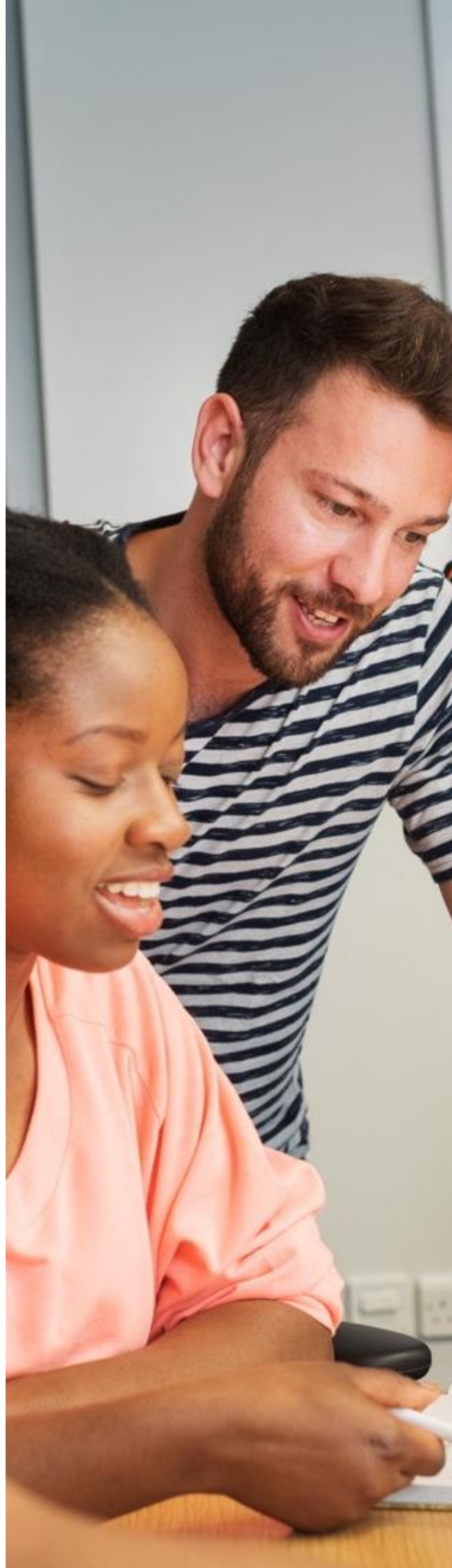
The University has adopted Smart Working principles to support and further our Equality, Diversity and Inclusion aims of being an inclusive, collaborative, and flexible employer. Further details of Smart Working can be discussed at interview stage.



OUR BENEFITS

The University offers a range of wellbeing and work-life balance benefits to recognise and reward the essential contribution our colleagues make to success and growth. Our benefits are inclusive for colleagues of all backgrounds including LGBTQ+ colleagues, disabled colleagues, pregnant colleagues, parents and carers, as well as colleagues of all genders, age, ethnicities, nationalities, religion and beliefs, and marriage and civil partnership status.

- 35 days annual leave per year, plus bank/national holidays and University of Westminster closure days (pro-rata for part-time staff).
- A generous occupational pension scheme.
- Annual incremental progression and/or cost of living reviews.
- Generous maternity, paternity and adoption leave.
- Flexible working and smart working.
- Learning and development opportunities.
- Free membership rates for a wide range of sporting facilities, including gyms at Regent Street and Harrow campuses, as well as the Chiswick Sports Ground.
- Employee assistance programme.
- The opportunity to participate in other attractive employee benefit schemes such as Cycle to Work, Eye Care Vouchers, Season Ticket Loans, and Give As You Earn.





[westminster.ac.uk](https://www.westminster.ac.uk)

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