

CANDIDATE PACK

Events Officer (WeNetwork)

WeNetwork, Business Engagement Directorate

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

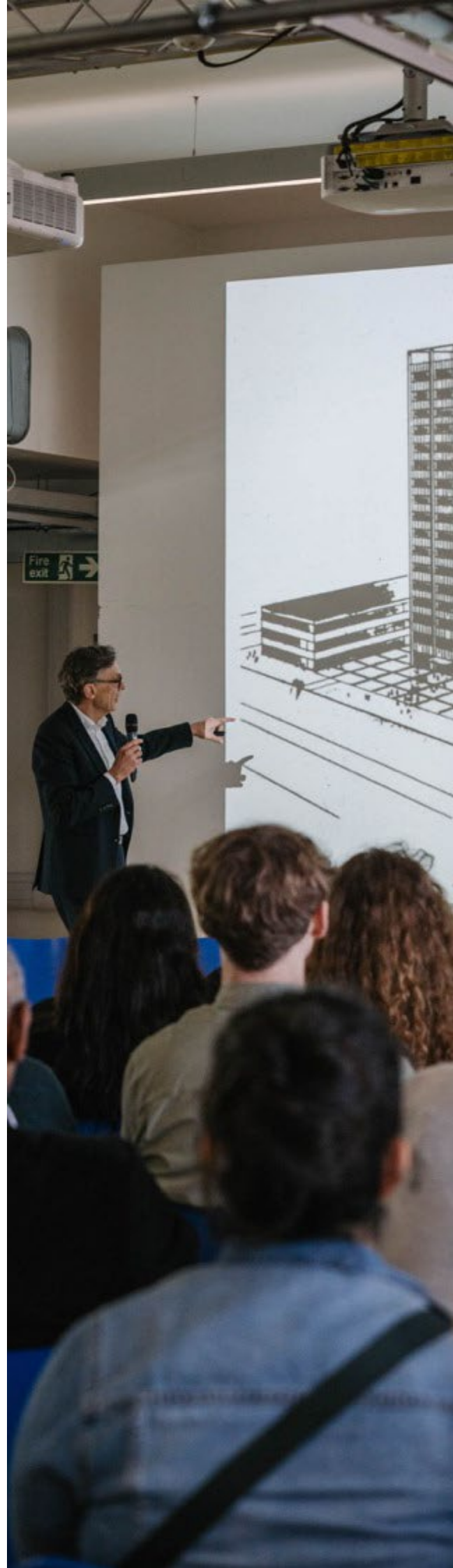
We will ensure that all our students benefit from employability-led learning and purposeful engagement with employers, business and industry, to give students from every background the best possible preparation for the world of work and enable the best possible employability outcomes. We will do this 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: Events Officer (WeNetwork)

Reports to: Marketing and Events Manager (WeNetwork)

Department: WeNetwork, Business Engagement Directorate

Grade: NG4

ROLE PURPOSE

To support the Marketing & Events Manager in increasing students and recent graduates' engagement in WeNetwork activities by coordinating event operations, data analytics and systems operations. A key responsibility will be delivering an outstanding event experience across a range of initiatives involving internal and external stakeholders.

PRINCIPAL ACCOUNTABILITIES

1. Work closely with the Marketing & Events Manager to plan, deliver and evaluate a range of extra-curricular and in-curriculum activities. This involves increasing engagement from students and graduates in these activities in line with team objectives and targets.
2. Support the project management of activities; liaising with delivery partners; increasing student engagement; working with allocated budget; handling payment processes; optimising usage of digital platforms; room bookings and catering.
3. Attend WeNetwork activities online and in-person including responsibility for event setup, public speaking and presentations, and promoting WeNetwork activities to increase engagement (induction talks, engagement on campus, hosting events).
4. Control and manage functional usage of WeNetwork's platforms, systems and databases to ensure efficient user experience, data collection, access to analytics, and troubleshooting issues with software providers.
5. Supervise the collection and analysis of data using WeNetwork's systems, spreadsheets and data dashboards and prepare reports and presentations for senior colleagues to inform decision making.
6. Work collaboratively with the WeNetwork team and other University colleagues to plan and deliver efficient operations across WeNetwork activities and spaces.
7. Work with the WeNetwork team to provide operational support to onboard students to systems and online communities and support academics to develop course specific online communities.
8. Take an active role in seeking feedback from students and graduates about the effectiveness of WeNetwork



activities. Ensure feedback is incorporated into continuous review and improvement loops.

9. Undertake any other duties as appropriate within their competence as required by the Marketing and Events Manager.

CONTEXT

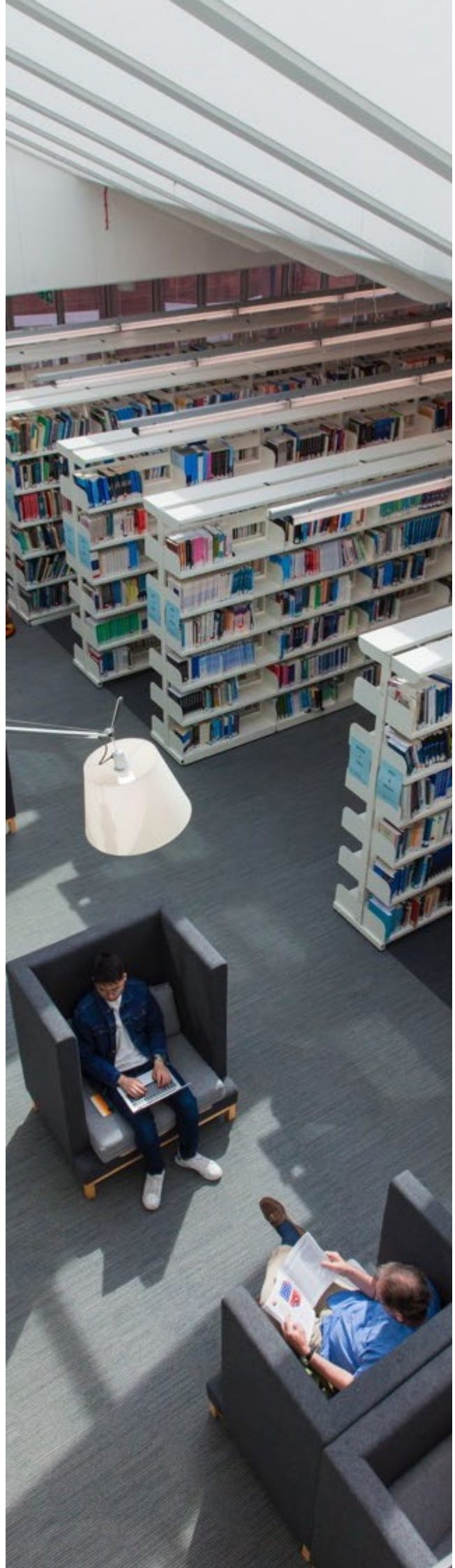
- This post sits in the Westminster Enterprise Network team (WeNetwork) which is the University of Westminster's Student Enterprise team and is part of the Business Engagement Directorate. The team won a National Enterprise Education Award in 2019 and three more awards in 2024 in recognition of its achievements, particularly its commitment to supporting underrepresented groups in developing enterprise skills and experience.
- The University will open a new Centre for Employability and Enterprise in 2025 and WeNetwork will play a key role in preparing students and our community of start-ups and freelancers for the opening of this space and the rapid scaling of student enterprise activities.
- This role requires a strong attention to detail to deliver highly engaging activities and effective results. The workload may fluctuate at certain times of the year and WeNetwork team members are expected to support each other during peak periods of workload.
- The post will normally be based at our 32-38 Wells Street office in central London, however all WeNetwork team members are expected to regularly work from the campuses located at Regent St, Marylebone, Cavendish and Harrow.
- The university requires all postholders to have an understanding of 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

- The postholder has no line management responsibility, student helpers may occasionally be hired
- The post will involve work at events and/or occasional travel outside of 9am- 5pm working hours. This may apply to evenings and weekends and the postholder will be notified in advance.
- The postholder will be accountable to their line manager on a day-to-day basis.
- There may be restrictions on taking annual leave during busy periods and during term time

KEY RELATIONSHIPS

- WeNetwork team
- University Marketing and Communications Teams
- Careers and Employability Services Team
- Alumni Relations Team
- Business Engagement Directorate colleagues



PERSON SPECIFICATION

QUALIFICATIONS

Essential

A relevant first degree or equivalent practical experience in either; events, project management, administration

Desirable

Professional qualification or working towards a professional qualification in a related field

TRAINING AND EXPERIENCE

Essential

Experience of supporting events management at scale including planning, delivery, budget monitoring, and evaluation

Demonstrate excellent writing, editing and public speaking skills.

Experience of using online systems (e.g., Slack, Notion, , and CRM (e.g., HubSpot, Salesforce etc.) and corporate systems e.g., SharePoint, MS Office 365, Google Apps

Experience of liaising with a range internal and external stakeholders

Experience of handling data using spreadsheets and generating reports including interpreting and analysing data to inform decision making

Desirable

Experience working with startup founders and freelancers

APTITUDES, ABILITIES AND PERSONAL ATTRIBUTES

Essential

Understanding of diversity and inclusion practices

Evidence of critical thinking combined with good problem-solving skills and resourcefulness

Creative, highly organised and structured approach to project delivery and ability to prioritise and manage competing deadlines

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



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 27 August 2024

Interviews will take place on 09 September 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.

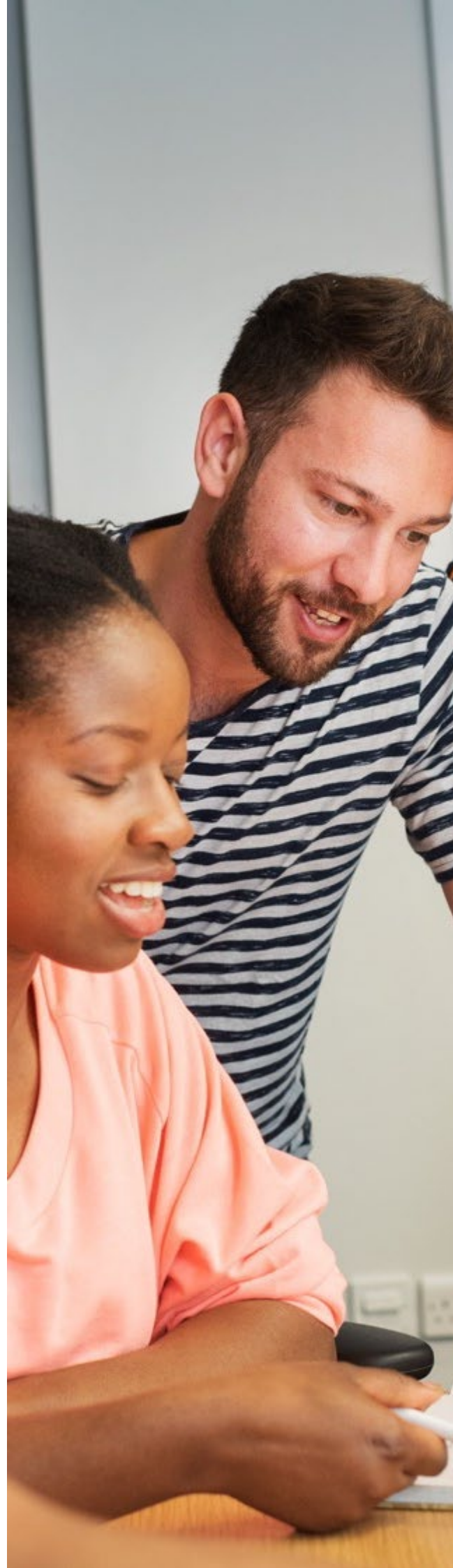
The University has adopted Smart Working principles to support and further our Equality, Diversity and Inclusion aims of being an inclusive, collaborative and flexible employer. Further details of Smart Working can be discussed at interview stage.



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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