

UHR Activities and Events Officer

Job Description

0.6 fte

We are...

Universities Human Resources (UHR) is the professional association for higher education HR and related staff in the United Kingdom and Ireland. Our members are the HR staff of almost all UK higher education institutions.

We are looking for...

An Activities and Events Officer to join our small team and perform this crucial member support role. Our membership base and volume of events and activities has grown as we have recently widened the scope of those who can engage with us. This makes it critical that we can deliver value to existing and new members.

This role will undertake all the administrative work around our continuing professional development and other events and activities, taking bookings, payments, materials, and post event evaluations and organising in person and virtual meetings for UHR, while supporting the wider PHES organisation where appropriate. From time to time this may include sourcing venues and dealing with sponsors and commercial partners. This role will also support the UHR team in producing the weekly Rapid Round-Up (RRU) news bulletins and delivering member activities including meetings support. We operate a range of distinct groups within our membership and this role will involve maintaining group records, scheduling meetings, liaising with organisers and attendees, formatting and circulating papers, undertaking some preparatory research and support for the organisers, and supporting meetings where appropriate.

The post-holder reports to the UHR Executive Director and will work closely with other members of the team when supporting events and activities. This role has no line management responsibilities. You will interface with stakeholders, venue staff, and conference teams at host universities and commercial venues as well as being responsible for the contractual elements and financial tracking of these arrangements. The role requires your expertise to inform our decisions in how the events should be run. This role will be home based but will include occasional UK travel, so a central UK location would be highly desirable. There will be some overnight stays, for which TOIL will be given.

You need to be...

Someone who is skilled at administrating and **helping to manage events**, finances, liaising with speakers, delegates, and venues. You must also have an **exceptional eye for detail** and be able to work accurately with written communications and numerical data.

Because you will need to...

- Display excellent organisational skills, to own your projects in their entirety, prioritise your workload and manage stakeholders
- Administer and support the management and delivery of member-focused events and meetings on a national scale, managing several projects at the same time
- Be quick at adapting to changing situations, and troubleshooting at short notice
- Under the direction of UHR Team colleagues, help to identify and secure venues and speakers for events.
- Support the UHR executive and regional group meeting administration
- Support the UHR team in evaluating the success and continual improvement of our learning and development programme, using data and other tools such as surveys
- Deal with membership enquiries via phone and email
- Liaise with sponsors and supporters as directed by the UHR team
- Implement and maintain efficient office systems and procedures and management of record
- Be educated to A-level or equivalent qualification or experience

A driven dynamic, **member-focused**, people person. Someone who can **engage with members and manage stakeholders** to gather insight which will inform the development of member focused events.

Because you will need to...

- Engage with members at appropriate points, obtain feedback to help enhance value of membership, whilst capturing valuable management information
- Seek opportunities to promote our associations and engage in networking opportunities
- Send out the weekly member newsletter, collating content from colleagues in the UHR team
- Utilise the database behind our website to learn about member behaviours, and what they see as value
- Undertake the administration and other support for the UHR awards , supporting the UHR Executive Director and others involved
- Display exceptional interpersonal and relationship management skills
- Update and maintain the events pages of our websites, uploading recordings and presentations post-event and event tracker
- Provide information and guidance to prospective members, commercial partners and enquirers

A **great team player** who is happy working in a small team and willing to share ideas. But you will also need to be a **self-starter** to get the job done.

Because you will need to...

- Be confident and able to work independently, driven, self-motivated, responsive
- Have a flexible approach to team working - on occasions, there will be a need to work outside normal office hours, for example when supporting organising or attending conferences/events
- Have extensive working knowledge of standard office IT products
- Have a positive, persuasive, and diplomatic manner. Although an inclusive and conciliatory manner is needed to work in a diverse membership organisation and a small team, the post-holder must have the strength of character and skill to confront under-performance of any project participants for which they are responsible at an early stage and in a constructive manner.
- Conduct your business with sustainable principles and understand HE sector economic pressures
- Support colleagues within other PHES organisations as required
- Commit to always observing the organisation's Equal Opportunities Policy

You might also have...

- A project or event management qualification
- Experience of working in an educational field
- Experience of working in a membership organisation or event organisation

We will offer...

- A **0.6 FTE role, working from home – worked over 4 or 5 days** to include some hours on Fridays
- A competitive salary at **Grade 5 £23,715 - £29,619 pa** pro rata dependent on qualifications and experience
- A defined contribution pension scheme with **7.5% employee and 16% employer** contribution rates, together with life insurance
- **30 days' holiday pro rata** plus bank holidays and discretionary days' office closure
- Support for CPD and appropriate training
- This Job Description sets out current duties of the post that may vary from time to time without changing the general character of the post or the level of responsibility entailed