

Job Description

Job title	ThinkHigher Logistics and Events Coordinator
Department	Education
Grade	FA5

Job purpose (a brief summary of the role)	To provide logistical, event and project coordination support across ThinkHigher programmes and activities, with particular responsibility for the planning and delivery of larger events and activities, including campus visits, IAG activities and engagement with teachers and other education professionals. The role will work with colleagues and partners to coordinate the practical arrangements and communications for events and activities and may also contribute directly to delivery where required.
Duties and responsibilities	Develop and maintain effective and regular communication between partners including Coventry University, University of Warwick, North Warwickshire and South Leicestershire College, Warwickshire College Group, Coventry City Council and Warwickshire Country Council (including the virtual schools) and Career and Enterprise Company to ensure a continuous flow of information on the activities of the project and partner obligations. To develop and implement strategies to achieve effective and visible communication and dissemination for the ThinkHigher partnership, including the Univenture programme. This will include website content creation and content management, as well as the drafting of written material for inclusion on the website. To coordinate events, on behalf of the partnership including complex activities involving multiple partners and school and college outreach events. To manage travel bookings and similar for ThinkHigher colleagues and other partners when travelling to events. To develop and maintain active partnerships with colleagues at identified schools and colleges to maintain and raise the profile of the partnership with these key stakeholders. To plan, implement and accurately manage timely budgetary systems for effective financial monitoring of the project's operating budgets, analyse financial data and provide reports and forecasts of expenditure for internal and external stakeholders; propose solutions to complete financial issues, and advise on implications of various options, in conjunction with appropriate colleagues, and to process all travel claim forms, produce purchase requisitions and authorise purchase invoices ensuring compliance with University financial procedures. To manage administrative HR issues for the project, overseeing recruitment and associated paperwork, and liaising with the University's HR department and UniTemps as required, including the hiring of student ambassadors and event workers.

	Develop and maintain appropriate databases and spreadsheets to support effective targeting, monitoring and evaluation of activity for the partnerships and to prepare reports based of this data for internal and external stakeholders. To provide administrative support for the project's steering group. To keep abreast of development and activity across the national Uni Connect community and contribute to national dialogue and development of best practice and 'what works'. To work in cooperation with other widening participation colleagues and carry out general office duties and event preparation for the project needs.
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Person Specification <i>The Person Specification focuses on the essential and desirable knowledge, skills, experience and qualifications required to undertake the role effectively. This is measured by (a) Application Form, (b) Test/Exercise, (c) Interview, (d) Presentation. Enter (a), (b), (c) or (d) alongside each selection criterion in the 'Measured by' column.</i> Please note that there is a limit of 15 essential criteria and 5 desirable criteria.		
Essential Criterion No.	Essential Criterion Description (255 characters max)	Measured by
E1	Degree level qualification at 2i classification or higher, or demonstrable equivalent experience.	A,B,C & D
E2	Excellent numerical and literacy skills, including the ability to produce reports for high level stakeholders.	A,B,C & D
E3	Experience of using complex financial accounting software (SAP preferred) along with excellent IT skills.	A,B,C & D
E4	Excellent written and verbal communication skills, including the ability to communicate information to stakeholders at a variety of levels in different organisations	A,B,C & D
E5	Understanding of Higher Education policy, particularly around Widening Participation.	A,B,C & D
E6	Ability to take a creative approach to problem solving to deliver strategic objectives.	A,B,C & D
E7	The ability to work effectively to deadlines and under pressure	A,B,C & D
E8	The ability to move quickly between tasks and manage competing deadlines	A,B,C & D
E9	The ability to work independently and with initiative	A,B,C & D

E10	Ability to travel to events at partner schools and colleges	A,B,C & D
E11	Knowledge of Microsoft Office, including Word and Excel, and Higher Education Access Tracker (HEAT)	A,B,C & D
E12	The ability to manage and maintain databases and interpret data to produce reports for stakeholders	A,B,C & D
E13	Experience of working in public sector or not-for-profit environment	A,B,C & D
E14	Strong organisational skills	A,B,C & D
E15	A high level of attention to detail	A,B,C & D

Desirable Criterion No.	Desirable Criterion Description	<i>Measured by</i>
D1	Experience of working in Higher Education, and/or secondary education	A,B,C & D
D2	Experience of managing website content and social media accounts	A,B,C & D