Student Services / Careers Network

Employer Events Coordinator

REQ260842

About Student Services

Loughborough University is highly regarded for the quality of careers, employability and enterprise support provided to students and graduates. Our Careers Network (CN) sits with the Students Services department and provides a wide range of advice, guidance and support services and events and activities for students, graduates and other stakeholders including a wide range of employer partners.

Student Services encompasses a wide range of support and skills development opportunities available for students and graduates at Loughborough. This includes Careers Advice, Personal Best development programme, Success Coaching, Student and Graduate Enterprise, Wellbeing Support, Student Advice and Guidance, Student Life, the Wardens Service and Security. In total, the department employs around 180 staff. Student Services and the Careers Network is at the heart of enabling the University's strategic ambition to provide all students with a life-shaping student experience and the support required to maximise their graduate outcomes.

Job Description

Job Grade: Management and Specialist Grade 6

Job Purpose

Reporting to the Work Opportunities and Events Manager, the postholder will have an operational management role in Careers Network leading on the development and delivery of sector-leading employer events, Careers Fairs and Fests, and support employers in their student engagement activities. The role will also contribute directly to broader work opportunities activity to expand the range of placement and graduate opportunities for students.

Job Duties

- To coordinate the delivery of employer events, meeting student/employer engagement and income generation objectives, to positively impact graduate outcomes, the student experience and APP targets in line with strategic priorities. Delivering key operational aspects of the Work Opportunities and Events strategy as defined by the Work Opportunities and Events Manager and Head of Student Futures.
- To provide operational management and coordination for a small team of Events, Marketing and Opportunities colleagues to ensure the successful delivery of our employer events programme, including day-to-day line management and monitoring of KPIs and targets.
- To coordinate the Events Team's approach to identifying employer/external partners to work with Loughborough to provide work opportunities for our students and graduates, including correctly understanding and assessing their requirements and advising on the most appropriate action to meet their recruitment needs. To include keeping up to date with economic and employment trends.
- To coordinate regular and consistent research into student/graduate and employer expectations and needs (current and future) using this to evaluate existing activities (using sector-validated models) and to develop new events and approaches for employer engagement to maximise our income generational potential (e.g., Personal Best).
- To support the Work Opportunities and Events Manager to compile timely and detailed updates, presentations and reports on the impact of your work and progress against KPIs and objectives. This includes detailed written reports/evaluation and ensuring that employer events / advertising comply with relevant

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legislation, health and safety and risks assessments (carried out in accordance with university policy).

- To co-lead on evaluation, coordinating accurate and regular monitoring of activity relating to Careers Fairs, employer engagement and work opportunities to track student/graduate participation in work/employer-based learning opportunities and to provide destination information for Loughborough graduates (as appropriate).

- To coordinate creative and innovative promotions of Employer Engagement activity to students, graduates and employers through new and existing channels (e.g., social media, webpages, internal comms) helping to raise the profile of Careers and our employer partners. Contributing to the annual review of Careers / University employer-facing marketing to ensure appropriateness and consistency of messages.

- To work with the Work Opportunities and Events Manager to agree annual goals in relation to income generation from employer-related activity, including reviewing pricing plans and costs annually to ensure competitiveness/goals can be achieved, maintaining accurate financial records, timely invoicing, monitoring and raising any issues and queries to be resolved satisfactorily.

- To be a passionate ambassador for Careers Network, inclusive of hosting employer campus visits/meetings, representing us with regional partners and national bodies (e.g., TargetConnect, ISE), maintaining excellent relationships internally and externally and ensuring impartiality/confidentiality as appropriate.

- To provide support as appropriate (to be defined by the Work Opportunities and Events Manager) for the Work Opportunities / work-based learning projects within the broader team, e.g., Talent Match, when needed.

- To undertake any other duties or tasks commensurate with the nature and grade of the post when required by the designated line manager or senior management. This includes participating in the delivery of drop-in Careers Hubs and Advice appointments as and when deemed appropriate.

Points to Note

The purpose of this job description is to indicate the general level of duties and responsibility of the post. The detailed duties may vary from time to time without changing the general character or level of responsibility outlined in the document.

Loughborough University operates a Dynamic Working policy. Please find the key principles we work to here.
As a student-facing service, Careers Network expects all colleagues to adhere to these as part of their role. While some remote working will be supported (e.g., out of term time / during non-peak periods in particular), it is expected that the majority of your time (e.g., a minimum of 3 days during term-time) will be spent on campus to ensure we successfully meet operational needs, support the team's effectiveness and create and sustain a positive team culture. Some out of hours work (evening and weekends) may be required but reasonable notice will be provided where this applies.

Organisational Responsibility

Reports to the Work Opportunities and Events Manager

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Person Specification

Your application will be assessed based on the essential and desirable criteria listed below.

Applicants are strongly encouraged to explicitly demonstrate how they meet each essential (and desirable) criteria at the application stage. The criteria that you need to demonstrate in your application will be listed as Stage 1 in the table below.

Stages of assessment are as follows:

1 – Criteria measured within the Application
2 – Criteria measured at Test/Assessment Centre/Presentation
3 - Criteria measured at Interview

Essential Criteria:

Area	Criteria	Stage
Experience	Significant experience and evidence of success in securing and enhancing recruitment partnerships with external organisations, ideally related to graduate and student placement recruitment	1, 3
	Substantial client-facing, relationship management and customer service management experience	1, 3
	Significant large-scale event management experience	1, 3
	Administrative, commercial and financial management experience	1, 3
	Experienced in leading and motivating others to achieve objectives	1, 3
Skills and abilities	Excellent business development, networking and relationship management skills, with the ability to communicate appropriately at all levels	1, 3
	Effective leadership to ensure the delivery of required objectives including outcome and income generation goals	1, 3
	Is a professional and credible role model for team members and other colleagues	1, 3
	Excellent communication skills; verbal and written, including writing project proposals and reports, and presentation skills	1, 2, 3
	Demonstrates flexibility and adaptability, remaining positive and consistent	1, 3
	Ability to prioritise workload, work to deadlines and use initiative where appropriate to achieve agreed goals	1, 2, 3
	Able to develop creative approaches to resolve problems or enhance outcomes	1, 3
	Demonstrates drive and determination to succeed	1, 3
	Effective use of IT systems, MS Office tools, and processes including CRM databases	1, 2, 3
Training	Evidence of continuous professional development including job-related training and skills development	1,3
Qualifications	Degree level or equivalent experience	1
Other	Able to quickly adopt new procedures and work practices when required	1, 3
	Willing and able to travel to university, company and partner premises in the UK and overseas	1, 3
	Willing and able to work outside standard working hours as and when the role demands	1, 3

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Desirable Criteria:

Area	Criteria	Stage
Experience	Management experience in employer engagement within Higher Education, inclusive of successfully expanding employer events	1, 3
	Experience of generating income	1, 3
Skills and abilities	Excellent understanding of the issues facing HE, related to student recruitment, employability and outcomes	1, 2, 3
Qualifications	Additional relevant professional qualifications, e.g. business management or development / events management.	1

Conditions of Service

The appointment will be subject to the University's Terms and Conditions of Employment relevant to the job grade.

Shared University Responsibilities

As a member of the Loughborough community, you are expected to:

- Take reasonable care of yourself, others and the environment, and to prevent harm by your acts or omissions. All staff are therefore required to adhere to the University's Health, Safety and Environmental Sustainability Policies & Procedures.

- Support and contribute to the University's commitment to principles of equity, diversity and inclusion (EDI) while carrying out all duties, behaving in a manner that treats others with dignity and respect and upholds every persons right to lawful freedom of expression, freedom of speech and academic freedom. Further information about EDI at Loughborough and our strategic aims is available on our website.

Our Purpose, Vision, and Values

Our purpose, Vision and Values underpin all that we do and shape how we work together at Loughborough.

We're proud to promote our values: **Adventurous**, **Collaborative**, **Creative**, **Authentic** and **Responsible**. Our people bring these values to life every day, and they are central to the positive and supportive culture that makes Loughborough unique.

If you join us, you'll be encouraged to bring these values to life in your own work and contribute to the positive, supportive culture that makes Loughborough unique.

Read more about our **vision and values**.

Our Accreditations

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We strive to create a culture that supports equity and celebrates diversity throughout the campus. The University holds a Bronze Athena SWAN award which recognises the importance of support for women at all stages of their career.

We are proud to be a Race Equality Charter Member. The Charter aims to improve the representation, progression and success of all minority ethnic staff and students within higher education and address issues of racism within higher education institutions (HEIs).

We are proud to be a Disability Confident Employer and have adopted a proactive approach to employing disabled people and to creating a more diverse workforce. We ensure that our recruitment processes are inclusive and accessible. We guarantee to offer an interview to all applicants who have declared a disability, provided that the essential criteria for the role are met. We proactively anticipate and provide reasonable adjustments and support existing employees who acquire a disability or long-term condition to thrive in the workplace.

We are a real living wage employer, and our Living Wage Employer Mark shows our commitment to paying our staff according to the cost of living.

We are proud supporters of the City of Sanctuary movement and delighted to be recognised as a University of Sanctuary. This national network brings together, university staff, lecturers, academics, and students, who together work to make Higher Education institutions places of safety, solidarity and empowerment for people seeking sanctuary.

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.

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