



JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title: Events Lead (Halls)

Contract Length:

30th June 2024 – 20th June 2025

Benefits: Task Rate 1 Artstemps (inclusive of London Living Wage Allowance)

College/Service: Accommodation Services

Accountable to: Student Experience Team

Hours per week:

10-12 per week
(occasional evening
and weekend work,
hours may vary at
peak times)

Locations: UAL Various Sites

Purpose of Role:

The new Event Lead role will form one member of our halls committee for the hall in which they live. The other committee members will be made up of a Communications Lead and Community Lead. **These positions are only eligible to people who will/want to live in UAL Halls of residence as of 2024/2025.**

You must be available to attend online training sessions for the role from July-August and to also be available the first week of September for in person training (you will receive free accommodation for this training week and be paid).

If you are offered this role after interview and accept the position, you are automatically guaranteed a place in UAL halls of residence 2024/2025. Although we will try to guarantee you your 1st choice of hall this might not always be possible.

The Events Lead will be responsible for creating and delivering weekly events for the students living in their halls. They will have support from the rest of the committee but will be primarily responsible for the event planning and management of events internally.

You will be the initial communicator between your committee and the Student Experience team: Sending and responding to emails promptly and arranging meetings, regarding all matters around events.

Throughout your time as Event Lead, you will gain a strong understanding of your halls, through collecting event feedback and taking note of how events are received. As you gain such knowledge, you will have acquired yourself confidence and understanding to plan and manage your events as a committee, with the Student Experience team here to support you.

This role will need to benchmark against industry standard initiatives and create and innovate these for the students at UAL. Working closely with the Student Experience Team, Diversity Officers, Residential Managers, the Intervention and Welfare Conduct Manager alongside other key personnel within accommodation.

Duties and Responsibilities

- To be available from July-August for online training and to be available the first week of September for in person training (you will receive free accommodation for this training week)
- To create and deliver an events programme, that is marketed around the halls of residence and enhances student experience.
- To submit event proposals on time and with as much detail and due diligence as you can
- To fill out event feedback forms after every event taking place. Highlighting attendees, noting the events rate of success and improvements to be made.
- To support students with concerns or issues they may experience within halls and create problem solving resolutions with key staff members to ensure students are supported.
- To ensure EDI and wellbeing events are delivered regularly within your events schedule. Working closely with the student Diversity Officers to ensure this is compliant.
- To be a key driver in any wellbeing initiatives or campaigns delivered by the Student Experience Team ensuring these are replicated throughout internal hall events.

- To support and escalate issues students and committee members may face via the necessary channels.
- To be available to provide students with information on the local area and your expertise of studying at UAL at events and outside of events.
- To be flexible with your working hours
- To be flexible in supporting external events to halls with the Student Experience Team.
- To travel to various different colleges and halls of residence for meetings and events.
- To purchase and organise deliveries to your hall site with the Finance Lead for events– in line with financial procedures set by the Student Experience Team.
- To be the first point of contact for students at events, with a welcoming/friendly energy.
- To be able to form strong working relationships with residential managers, students, security and key staff members across our portfolio to best support event delivery.
- To form a strong relationship with students in halls of residence to ensure regular engagement weekly.
- To provide data and statistics on your events to the Student Experience Team for monthly reporting.
- To research and ensure we are benchmarking against industry standard wellbeing initiatives. Ensuring we create innovative and accessible events.
- To be an enthusiastic and passionate individual in the team.
- To be respectful to all students and staff members you encounter in the role
- To be able to problem solve effectively issues that arise with students or events.
- To be an excellent communicator via email and in person to ensure clarity and processes are followed correctly.
- To have an empathic and approachable personality.
- To ensure to deal with sensitive issues and topics with respect and confidentiality.
- To be a 'grafter' and work to the best of your ability at all times in a team environment.
- To be available for all training required for the role – virtual and in person.
- To be clearly identifiable to students and other staff whilst on duty wearing correct UAL lanyard, ID card, Uniform.
- Follow the hall site incident reporting procedure to report any accidents
- To report or escalate issues to the relevant management team
- To be responsible for answering event/emergency calls via phone system Aircall.
- To be responsible for answering queries via your own staff email / inbox monitoring.
- To attend regular meetings with Student Experience Team
- To understand that if performance or behavioural issues occur that these will be dealt with under the Tenancy Agreement/ Informal Disciplinary Procedure and Arts Temps Working Policy.
- To maintain the highest standards of confidentiality at all times within Accommodation Services and to deal with difficult situations in a sensitive manner, and ensure the University policies concerning Equal Opportunities are upheld within University accommodation.
- To perform such duties consistent with your role as may from time to time be assigned to you anywhere within the University
- To undertake health and safety duties and responsibilities appropriate to the role
- To work in accordance with the University's Equal Opportunities Policy and the Staff Charter, promoting equality and diversity in your work
- To make full use of all information and communication technologies in adherence to data protection policies to meet the requirements of the role and to promote organisational effectiveness
- To conduct all financial matters associated with the role in accordance with the University's policies and procedures, as laid down in the Financial Regulations

Specific Management Responsibilities	
Budgets: None	
Staff: None	
Other: IT equipment	

PERSON SPECIFICATION

Specialist Knowledge/Qualifications	<p>Educated to undergraduate degree level or equivalent working experience.</p> <p>High level of competency in Microsoft Word, Excel and Outlook and use of the web/internet.</p> <p>Has knowledge of higher education establishments and summer schools or short courses.</p>
Relevant Experience	<p>Experience of working with students or young people.</p> <p>Interest in the art/design/fashion is desirable.</p>
Communication Skills	<p>Communicates effectively orally, in writing and/or using visual media.</p> <p>Be able to communicate effectively with people for whom English may not be a first language.</p>
Planning and Managing Resources	<p>Plans, prioritises and organises work to achieve objectives on time</p>
Teamwork	<p>Works collaboratively in a team or with different professional groups.</p> <p>Contributes to the work of the team, providing support, assistance and cover where needed with a 'can-do' approach.</p>
Creativity, Innovation and Problem Solving	<p>Uses initiative or creativity to resolve day-to-day-problems.</p> <p>Distinguishes between the need to make a decision and when to defer to others.</p> <p>Establishes basic facts by carrying out appropriate enquiries, identifying and using a range of sources.</p>