



Events Coordinator

Recruitment Pack



Who we are

Union of Kingston Students is an education charity, dedicated to providing lifelong opportunities and experience for all Kingston students.

Our Vision (why we do it)

Provide lifelong experiences and opportunities for all Kingston students.

Our Mission (how we'll do it)

We will support all Kingston students throughout their university experience, breaking down barriers and providing opportunities for them to succeed in the future.

Our Values (what we live by)

- ✧ **Inclusive**
We'll embrace and celebrate the diversity in and between students. We'll reflect it in the work we do, the opportunities we provide and the way we represent students.
- ✧ **Innovative**
We'll throw out the rule book and break boundaries in everything we do. We'll respond to change proactively and stay one step ahead of the curve.
- ✧ **Supportive**
We'll be there to help. Whether it's academic studies, making friends, being a part of a community or anything else – we'll create a welcoming and friendly environment.
- ✧ **Collaborative**
We'll pride ourselves in our work and our integrity as a Union. Working in partnership with the University and our students, we'll create the best experience for everyone at Kingston.
- ✧ **Empowering**
We'll help students find their voice through the Union. We'll collaborate in campaigns, create role models and develop well-rounded individuals.



About Us

Thank you for your interest in the role of Events Coordinator. The Union of Kingston Students (UKS) supports and represents over 16,000 students across four campuses and based on the main campus, Penrhyn Road, in the vibrant town of Kingston-Upon-Thames. We are run by students, for students and as an independent democratic charity and membership organisation we have student leadership at every level.

We're a democratic, membership organisation and all students at Kingston University are automatically members of the Union. Overall legal responsibility for the Students' Union rests with our Board of Trustees which is made up of four full-time Sabbatical Officers, three student trustees and four external trustees. The Sabbatical officers are elected each year by, and from, the student membership of the university. They take a year out of their studies (or immediately after graduating) to take on a fulltime paid staff role and to serve as a trustee.

It's a really exciting time to join UKS, in the last 12 months, we have recruited a new Chief Executive, are in talks about a brand-new Union space on campus and are about to undertake a large-scale consultation to develop our new strategy and brand. As we prepare for this next chapter, we are looking excitedly towards the future and to recruiting talented individuals to join us along the way.

We have a very friendly and welcoming staff team of 20 and deliver a variety of services and opportunities for students across 4 departments: Student Opportunities, Student Voice, Business Development and Central Services. We provide Sport and Societies for students, Skill Development Workshops, Academic Support, Sustainability Opportunities, Student Staff roles, events across the year and our new retail outlet (Not My Beautiful House) that houses and sells student products and projects.



Our strategy

Since 1947, Union of Kingston Students has been dedicated to enhancing the lives of Kingston students through providing advice, support and opportunities within volunteering, representation and activities. That's 74 years of societies, sports and happy Kingston students.

Our 2019-2024 strategic plan outlines our key objectives and the things we're doing to develop and improve the Union and the university experience of Kingston students. It considers the problems students face throughout their university experience, both in general and with the Union, and what students expect from us. Our Strategic Plan aims to ensure we provide lifelong experiences and opportunities for all Kingston students by supporting them throughout their university experience, breaking down barriers and providing opportunities for them to succeed in the future.

Our strategy is broken down into 4 core themes, which are at the heart of the Union and define our commitment to the services we provide for students. These are Developing Student Voice, Supporting Student Wellbeing, Thriving Student Communities and Providing Skills and Experience.





What we do

Student Voice

We make sure everything we do represents Kingston students and we do this in a number of ways, including helping students to carry out their own campaigns and make sure that student voice is what guides us as an organisation, so the direction we take and decisions we make are what's best for our members.

Sports & Societies

The Union runs numerous great societies, offering a wide variety of opportunities for students to enhance their social lives whilst at university, make friends and memories that will stay with them forever. Our list of societies is constantly growing and are spread across a range of categories including academic, cultural, faith, arts and activities and liberation and campaigns.

We believe that sport is a fantastic way for students to make friends, stay active and healthy and try something new. We are therefore proud to also have 40 Sports Clubs and activities that are run by students, for students and help to enhance their university experience.

Advice

We offer academic advice and representation to students on a variety of issues from academic appeals and misconduct, mitigating circumstances, complaints, appeals and disciplinary proceedings. Our free, non-judgemental advice ensures that students fully understand their options and rights.

Commercial

We have a range of commercial operations, from partnerships with local and national businesses to a suite of student events. We are also extremely proud of Not My Beautiful House, our shop and event space in the historic Kingston Market House building, where students and the local community can both sell their work and curate events.





Working with us

Our Location

We are just a short walk from both Kingston and Surbiton train stations, fed by Waterloo and an excellent network of TFL bus routes and local services. This makes Kingston University an incredibly accessible workplace. We encourage our employees to utilise public transport links but the office is

a short drive from the A3 from London out to Guildford and the M3. The Royal Borough of Kingston has recently invested a significant amount of resource into developing the town with additional cycle routes, plus opportunities to take advantage of our cycle to work scheme. Our main office address is: Penrhyn Road, Kingston upon Thames, KT1 2EE

About Kingston upon Thames

If you're looking for the bustle of city life without the hustle, beautiful Kingston upon Thames is the place for you. On the doorstep of the capital, Kingston offers all the highlights of city living in a leafy, riverside location. It is consistently rated one of the safest London boroughs (Metropolitan Police) as well as the second happiest place to live in London (Rightmove).

If coming to work at the Union would mean relocating, you can find out more about the location at kingston.ac.uk/aboutkingstonuniversity/location or at visitsurrey.com.

Flexible Working

Our core office hours are 9:00 to 5:00, Monday to Friday, however we enable lots of our staff to work flexibly. We recognise the importance of helping our employees balance their work and home life and so we welcome suggestions and requests for flexible working, and whilst we can't guarantee to accommodate all aspects of every request, we do promise to work with you to ensure that when and where you work enables you to be at your best.





Working with us

Equality, Diversity & Inclusion

We believe that everyone is unique in their own way, and are committed to ensuring our workforce is an inclusive community that reflects the diversity of the world and our members. We positively encourage applications from all individuals irrespective of their gender identity, age, home country, ethnic background, sexuality, religious beliefs or disability.

Our Guaranteed Interview Scheme

We recognise that some candidates from marginalised backgrounds will have faced additional barriers throughout their careers and when applying for new roles. We are committed to taking positive action to expand the diversity of our team, by offering guaranteed interviews for any candidates with a disability. If you meet the minimum criteria for a role and identify as disabled, you can opt into our guaranteed interview scheme. It is important to note that this scheme guarantees a longlist interview for applicants from these groups who meet the minimum criteria and tell us that they'd like to be considered under the scheme. The selection decision at each interview stage will be based on the most suitable candidate, regardless of any protected characteristic(s).

Salary & Benefits

The role offers a competitive salary of ££27,726 p.a.

We are committed to providing a great range of benefits for our staff including:

- 24 days annual leave plus university close days
- 20 hours leave for volunteering
- 1 day leave for your birthday
- Flexible working
- Employer Pension Contribution Scheme
- Access to student discounts
- An employee assistance programme - providing free access to wellbeing support services
- Season ticket loans
- Access to training opportunities and conferences
- Team away days and team lunches/dinners



About the role

Job Title: Events Coordinator

Salary: £27,726

Hours of work: 35 hours per work (to be work flexibly)

Reports to: reports to Business Development Manager

Responsible for: Student Staff on an ad hoc basis

Job Purpose:

- Coordinate and deliver UKS Events Programme.
- Coordinate students, officers and staff in all events related activities.
- Contribute to the Student Opportunities Department's strategic and operational planning.

Key Accountabilities, Responsibilities

The Events Coordinator will lead the development of the Union in several core areas:

1. Coordinate and deliver UKS Events Programme

- Develop and deliver an events programme combining both profit and not for profit events across a variety of on and off campus venues to meet student demand.
- Create niche, exciting and culturally diverse events to engage with all students at Kingston University.
- Provide guidance to Union staff on event organisation and implementation and ensure that a consistently high standard of event management is delivered across all areas of the Union.
- Collaborate with the marketing coordinator on the delivery of marketing plans for each event within the events programmes including the Freshers' welcome events.
- Attend and where necessary, manage the smooth running and delivery of events to maximise operational effectiveness.
- Lead all logistical aspects of Freshers' welcome events and activities.
- Lead on the coordination of flagship UKS events, including End of Year Awards, Global Festival, Varsity, Refreshers and Winter Fest.
- Coordinate budget forecasting and evaluation, including budget tracking, cost analysis per event, calculating financial forecasts and liaising with relevant departments and third parties to provide costs for all commercially led events.
- Sourcing and booking venues and negotiating with suppliers whilst briefing them on required configuration and requirements for events.
- Coordinate all invoices, Health and Safety forms, project plans, risk assessments, facilities requests, joining instructions and evaluation forms for all events and incident reporting,
- Maintain an up-to-date calendar of all Union events and communicate these with the Union and wider University groups when appropriate.

About the role

- Ensure external events have up-to-date Risk Assessments, and work with external venues to ensure risks are handled in accordance with best practice.
- Work with the commercial coordinator to develop sponsorship or commercial activation opportunities at events.

2. Support students, officers and staff in all events related activities

- Oversee the recruitment process for events specific staff.
- Manage all necessary training of Freshers' and Open Day student staff
- Provide guidance to Union staff on even organisation and implementation and ensure that a consistently high standard of event management is delivered across all areas of the Union.

3. Contribute to the Student Opportunities Department's strategic and operational planning

- Support the delivery of the Union's strategic plan by aligning UKS events with the Union's vision and strategic goals.
- Responsible for the budget and approval for all event expenditure, ensuring effective performance against income targets and budgetary control.
- Work collaboratively with colleagues and officers across the Union and Kingston University to deliver Union events.
- Work with the research team to incorporate data collection within events and produce timely reports and statistical returns to demonstrate student engagement within events.
- Ensure sustainability is at the heart of events planned and delivered on campus
- Actively comply and promote UKS' equal opportunity policy.
- Any other duties within the scope, spirit and purpose of the job.

About you

	Essential	Desirable
Qualifications	<ul style="list-style-type: none">• Good general education, typically to the Higher/A level equivalent.	<ul style="list-style-type: none">• NEBOSH or equivalent.• University/College Degree.
Experience	<ul style="list-style-type: none">• Experience managing complex projects over weeks, months and years. Experience supervising or managing volunteers/others.• Experience managing small, medium and large-scale events.• Experience of producing strong written communications.• Experience of working with event budgets.	<ul style="list-style-type: none">• Proven success at attaining income targets.• Experience of delivering events in a university environment.• Experience of running activities relating to welcoming new students. Experience managing relationships with commercial organisations.
Knowledge	<ul style="list-style-type: none">• Demonstrable understanding of Students' Unions or other democratic/voluntary organisation.• Understanding the purpose and nature of activities relating to welcoming new students.• Knowledge of current themes affecting students in the further education/higher education sector.	<ul style="list-style-type: none">• Knowledge and interest in mainstream, niche and cultural events.• Knowledge of creating and maintaining databases.

About you

Essential

Attributes & Skills

- Excellent, written and verbal communication skills.
- Ability to quickly build and maintain new relationships with internal and external stakeholders and suppliers.
- Excellent customer service skills.
- Ability to work within a constantly changing series of priorities and tasks.
- Exceptional problem-solving skills, particularly under pressure.
- Ability to work independently and as part of a team.
- Using social networks as a tool for communication for an organisation/campaign.
- A flexible approach to working with the ability to meet deadlines whilst maintaining a high standard of professionalism.
- Able to face and overcome challenges in a constructive manner.
- Ability to motivate yourself and others.
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Values & Ethics

- Desire to work within a democratic student led environment.
- Understanding and commitment to equal opportunities.
- Desire to work within an organisation servicing a culturally diverse membership. A willingness to occasionally work outside of traditional office hours. Demonstrably high standards of personal integrity.

If you think you have what it takes to be our Events Coordinator, but don't necessarily meet every point on the job description or person specification, please get in touch. We'd love to have a chat and see if you could help us to achieve great things for the Union and our members.

How to apply

Please reserve the following dates in your diary when you apply:

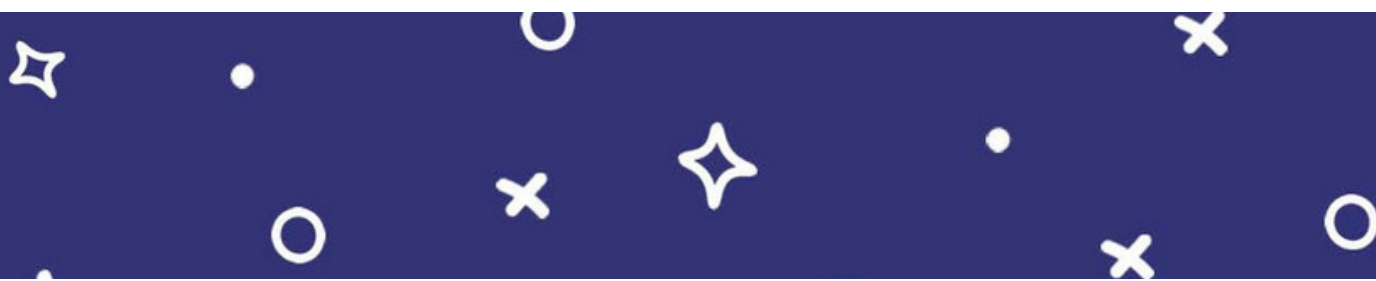
Action Date	
Closing date for applications	Monday 8th January (9 AM)
Interviews	19th January
Start date	As soon as possible

As part of the online application, you will be asked to:

- Submit a personal statement that demonstrates how you meet the requirements of the role set out in the Person Specification (you may wish to draft your statement on a separate document before submitting it through the form)
- Send an up to date CV including all relevant employment history and expertise to g.richards@kingston.ac.uk
- Complete some optional diversity monitoring information

If you have any questions about the role, please feel free to contact our Interim Deputy CEO (Commercial), Grace, on g.richards@kingston.ac.uk

[Click here to Apply](#)





UNION
— OF —
KINGSTON
STUDENTS