

OPPORTUNITY

Administration and Events Assistant

Reference: R220519

Salary: £19,578 to £21,197, per annum. Grade 4, depending on experience

Contract Type: Fixed term

Basis: Full-time

Job description

Job Purpose:

To provide support and assistance to the School Conference and Events Co-ordinator.

Main duties and responsibilities

- ▶ To be a point of contact via telephone and email for enquiries and requests from both internal and external stakeholders.
- ▶ Organisation of internal meetings relating to events.
- ▶ Dissemination of information via email to potential delegates i.e. mailshots.
- ▶ Maintenance of event related data and records.
- ▶ Assist with room booking, ordering of catering and liaison with University services/Conference Aston.
- ▶ Preparation of documents for the event, including delegate pack compilation.
- ▶ Finance related activities such as new supplier set-up, raising purchase orders and invoices.
- ▶ Maintaining and updating the events web pages and disseminating information via social media i.e. Twitter.
- ▶ Stocktaking and ordering of event merchandise
- ▶ Day of the event: welcome delegates and assist with co-ordination of activities.
- ▶ To occasionally work outside normal office hours.
- ▶ To undertake any other duties as directed by the Conference and Events Co-ordinator.

Additional responsibilities

- ▶ Engage in continuous personal and professional development in line with the demands of the role, including undertaking relevant training and development activities to develop themselves and support the development of others.
- ▶ Ensure and promote the personal health, safety and wellbeing of staff and students.
- ▶ Carry out duties in a way which promotes fairness in all matters and which engenders trust.
- ▶ Promote equality of opportunity and support diversity and inclusion as well as working to support the University's environmental sustainability agenda and practices.

Person specification

	Essential	Method of assessment
Education and qualifications	Good standard of general education. English & Mathematics GCSE minimum Grade C (or equivalent qualifications).	Application form
Experience	Experience of working in a service-oriented, busy customer-facing department. Experience of providing administrative support for a range of administrative tasks and processes.	Application form and interview
Aptitude and skills	Outstanding customer service skills. Ability to assimilate information / knowledge from diverse areas and translate into information / responses understandable to individual customers. The ability to communicate confidently with people from within and outside the University, both in oral and written form. Ability to work without close supervision. Excellent organisational and time-management skills. Ability to work under pressure and meet tight deadlines. Ability to multi task Ability to work as part of a team and to contribute to outstanding team performance. To be flexible and adaptable to the changing needs of line managers, stakeholders and the immediate work environment.	Application form and interview

	Desirable	Method of assessment
Education and qualifications	Relevant Customer service or event management qualification or training	Application form and interview
Experience	Experience of co-ordinating or managing events.	Application form and interview
Aptitude and skills	Experience of using events management systems IT skills, use of Excel,,Word	Application form and interview

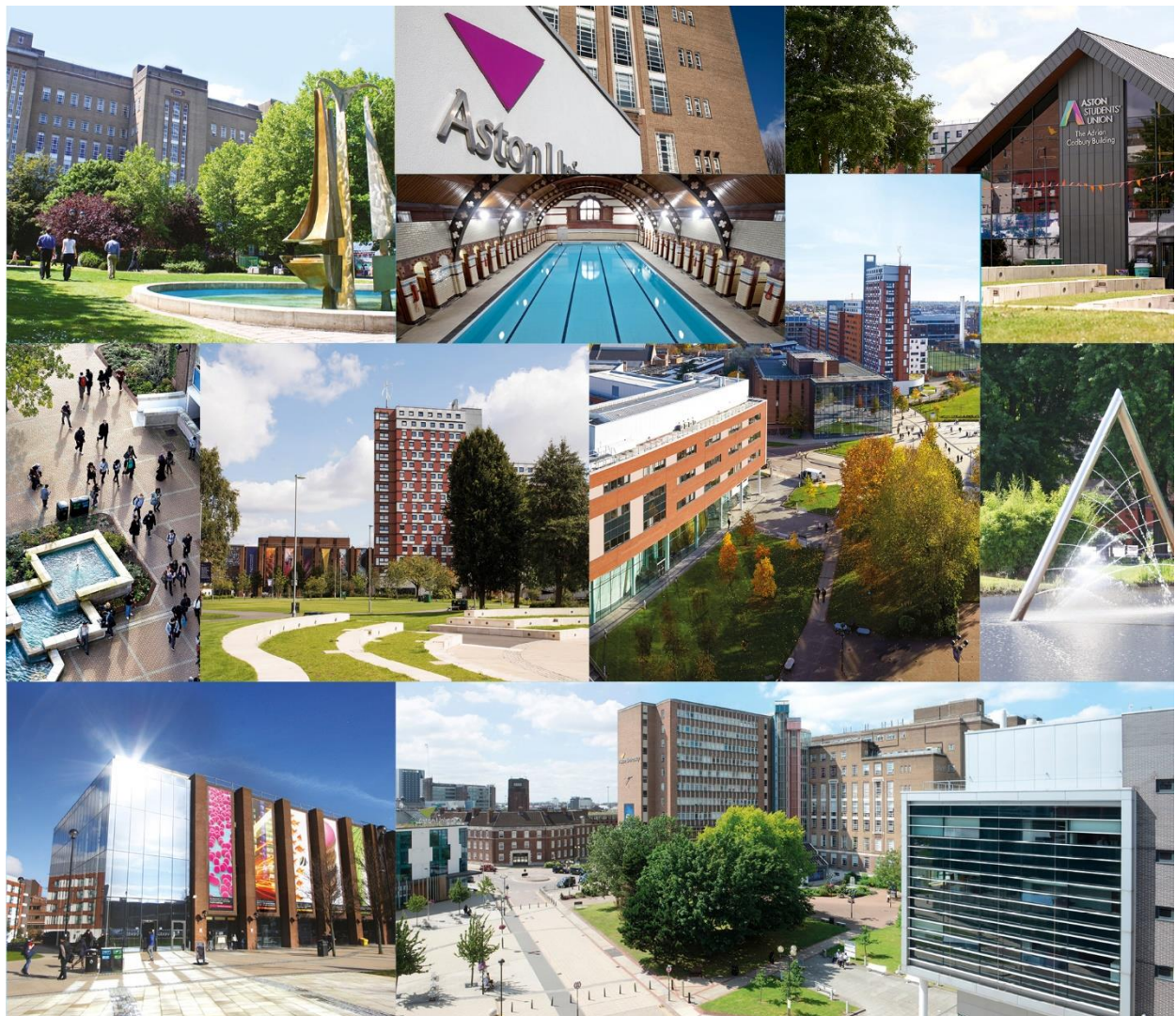
How to apply

You can apply for this role online via our website <https://www2.aston.ac.uk/staff-public/hr/jobs>.

Applications should be submitted by 23.59 on the advertised closing date.
All applicants must complete an application form, along with your CV.

Any CV sent direct to the Recruitment Team and Recruiting Manager will not be accepted.

If you require a manual application form then please contact the Recruitment Team via jobs@aston.ac.uk.



Contact information

Enquiries about the vacancy:

Name: Maria Podsiadly

Job Title: Conferences And Events Manager

Email: M.Podsiadly@aston.ac.uk

Enquiries about the application process, shortlisting or interviews:

Recruitment Team via jobs@aston.ac.uk or 0121 204 4500.

Additional information

Visit our website <https://www2.aston.ac.uk/staff-public/hr> for full details of our salary scales and benefits Aston University staff enjoy

Salary scales: <https://www2.aston.ac.uk/staff-public/hr/payroll-and-pensions/salary-scales/index>

Benefits: <https://www2.aston.ac.uk/staff-public/hr/Benefits-and-Rewards/index>

Working in Birmingham: <https://www2.aston.ac.uk/birmingham>

Employment of Ex-Offenders: Under the Rehabilitation of Offenders Act 1974, a person with a criminal record is not required to disclose any spent convictions unless the positions they applying for is listed an exception under the act.

Eligibility to work in the UK:

Post-Brexit transition period / EU Settlement Scheme

The post-Brexit transition period ended on 31 December 2020. If you are an EU/EEA citizen and you were a resident in the UK before 31 December 2020, you and your family members (including non-EU citizens need to apply to the EU Settlement Scheme to continue to live, work and study in the UK beyond 30 June 2021. The deadline for applying to the EU settlement scheme is 30 June 2021. You can apply via the Government webpage

<https://www.gov.uk/settled-status-eu-citizens-families>

Irish Nationals do not need to apply for settlement as they retain the right to work in the UK.

New immigration system for EU/EEA and Swiss Nationals who were not resident in the UK before 31 December 2020

A new immigration system has been introduced for people arriving in the UK from EEA countries with effect from 1 January 2021. In addition to those who have always required a visa, EU citizens moving to the UK to work will need to get a visa in advance. You can find more information on the following website. Candidates should check their eligibility to enter or remain in the UK in advance of making any job application via the UKVI website <https://www.gov.uk/browse/visas-immigration/work-visas>. Before applying you should ensure that you meet the requirements. If you do not meet the eligibility criteria, any application for a work visa would be unsuccessful.

If you require a visa to work in the UK the most common types of visa are:

Skilled Worker Visa <https://www.gov.uk/skilled-worker-visa>

Global Talent Visa

If you are a leader or potential leader in one of the following fields you may be eligible to apply for a Global Talent Visa:

- Academia or Research
- Arts and Culture
- Digital Technology

Please click the following link for further information and to check your eligibility for this visa. <https://www.gov.uk/global-talent>

Equal Opportunities: Aston University promotes equality and diversity in all aspects of its work. We aim to ensure, through our admissions policies for students, and our staff recruitment and selection processes that we encourage applications from all groups represented in the wider community at a local, national and international level.

The University will endeavour not to discriminate unfairly or illegally, directly or indirectly, against student or potential students, staff or potential staff. This commitment applies to all functions of the University and to any stage of an individual's career.

An Equal Opportunities Monitoring Form is included within the application form. Data you provide on the Equal Opportunities Monitoring Form will be included in a general database, for statistical monitoring purposes, enabling the University to monitor the effectiveness of its Policy, Codes of Practice and Guidelines on Equal Opportunities in Employment. Individuals will not be identified by name.

Data Protection: Your personal data will be processed in compliance with the Data Protection Act 2018 and the General Data Protection Regulation ((EU) 2016/679) ("GDPR"). The University's Data Protection Policy and Privacy Notices, including the Job Applicant Privacy Notice can be found at <https://www2.aston.ac.uk/data-protection>. Your application will only be used to inform the selection process, unless you are successful, in which case it will form the basis of your personal record with the University which will be stored in manual and/or electronic files. Information in statistical form on present and former employees is given to appropriate outside bodies.

Full details of our terms and conditions of service and associated policies and procedures are available online at <https://www2.aston.ac.uk/staff-public/hr/policies>

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**Where change
gets real.**