

# Corporate Events and Graduation Coordinator

**OPPORTUNITY**

Where change  
gets real.



**Reference: 0633-26**

**Grade: 06**

**Salary: £27,319 to £29,588, per annum, depending on experience**

**Contract Type: Permanent**

**Basis: Full Time**

## Job description

### Job Purpose:

The principal objective of this role is to coordinate events which raise the profile of Aston University to a range of external and internal stakeholders.

The Corporate Events and Graduation Coordinator will support planning and delivery of the University's summer and winter graduation ceremonies, as well as a range of high-profile corporate events at Aston University, such as the Annual Distinguished Lecture.

Reporting to the Head of Corporate Events and Graduation and working closely with the Corporate Events and Graduation Officer, you will be confident working both independently and collaboratively. You must be highly organised and be able to work to tight deadlines on multiple projects at the same time, with a flexible approach and the ability to remain calm and focused under pressure.

There is a requirement to work occasional evenings and weekends to meet the needs of the organisation.

You will understand basic health and safety practices and be confident in operating 'plug and play' Audio Visual equipment.

### Main Duties/Responsibilities

- ▶ Organise high-quality, smooth-running events for internal and external audiences.
- ▶ Provide support in planning and delivering graduation ceremonies, including but not limited to; designing information sheets and writing website content, communicating with students, the academic procession and external suppliers.
- ▶ Provide regular update reports on the status of event planning timelines, registrations, and expenditure.
- ▶ Liaise closely with academic staff in preparing for Inaugural Lectures and support them through the process to delivery of the event.
- ▶ Support the planning and delivery of key corporate events, such as the Annual Distinguished Lecture and launches of other high-profile University initiatives.
- ▶ Work with other departments on events which have a focus on business and enterprise, such as guest lectures and staff receptions, advising on venues, event promotion, deadline setting, creating concepts, and identifying the objectives of each event.
- ▶ Contribute to the University's positive relationships with professional bodies such as the CMI through the organisation of joint events and activities.
- ▶ Support the audio-visual delivery at internal events.

- ▶ Support the marketing, communications and branding aspects of events and graduation.
- ▶ Resolving problems and guest inquiries before and during events
- ▶ Preparing event reports and post event analysis and communications
- ▶ You will work outside office hours on Graduation, which will involve long days and you will need to stay on or close to campus. You may on occasion also need to work evenings or weekends to run events.
- ▶ Undertake any other such duties as may be reasonably requested, commensurate with the nature and grade of the post.

### **Additional responsibilities**

- ▶ Engage in continuous personal and professional development in line with the demands of the role, including undertaking relevant training and development activities.
- ▶ 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
<b>Education and qualifications</b>	<ul style="list-style-type: none"> <li>▶ GCSE English and Maths or equivalent qualification</li> </ul>	Application form
<b>Experience</b>	<ul style="list-style-type: none"> <li>▶ Experience of supporting the planning and delivery of large-scale events</li> <li>▶ Excellent customer service skills</li> <li>▶ Practical knowledge of event audio visual systems</li> </ul>	Application form and interview
<b>Aptitude and skills</b>	<ul style="list-style-type: none"> <li>▶ Excellent written/verbal communication, interpersonal and customer service skills with a wide variety of stakeholders.</li> <li>▶ Ability to use own initiative and make sensible judgments.</li> <li>▶ Excellent time management skills with the ability to manage a heavy workload at key periods throughout the year.</li> <li>▶ Attention to detail.</li> <li>▶ Good personal organisation and time management skills, with the ability to prioritise own work activities.</li> <li>▶ Structured and proactive approach to work, comfortable multi-tasking and able to reprioritise as required.</li> <li>▶ Open to change, demonstrating a flexible and adaptable approach.</li> </ul>	Application form and interview

	Desirable	Method of assessment
<b>Education and qualifications</b>	<ul style="list-style-type: none"> <li>▶ Relevant degree or qualification</li> <li>▶ Organising degree congregation ceremonies</li> <li>▶ Working knowledge of administration in a higher education setting.</li> <li>▶ Knowledge of supporting Health and safety in the workplace.</li> </ul>	Application form

## University values

All staff are expected to demonstrate/promote the University's values and expectations, which are an integral part of our strategy and underpin the culture of the University. In addition, our leaders are expected to be accountable, help to execute strategic visions of the University and share and set clear expectations that inspire those around them.

Values + Behaviours

				
<b>Innovation</b>	<b>Collaboration</b>	<b>Ambition</b>	<b>Inclusion</b>	<b>Integrity</b>
We strive for excellence within ourselves and others, providing solutions to new and existing challenges.	We work best when we are collaborative, working together to contribute to the Aston community.	We strive together for improvement and innovation looking ahead to see the bigger picture.	We treat everyone in our community equally and how they would like to be treated.	We are open, honest and fair. We take ownership of the way we work and how we treat each other.

## 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 [recruitment@aston.ac.uk](mailto:recruitment@aston.ac.uk).

## Contact information

### Enquiries about the vacancy:

Name: Elaine Hewer

Job Title: Head Of Corporate Events and Graduation

Email: [e.hewer@aston.ac.uk](mailto:e.hewer@aston.ac.uk)

### Enquiries about the application process, shortlisting or interviews:

Recruitment Team via [recruitment@aston.ac.uk](mailto:recruitment@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:** [Benefits and Rewards | Aston University](#)

**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:** Where an individual is subject to UK immigration control, they will require a visa to work in the UK.

The following individuals do not need a visa for the UK, but do still have to prove their right to work before employment can commence:

- **British Citizens or Irish Nationals**
- **EU/EEA/Swiss nationals with Settled or Pre-settled status under the EU Settlement Scheme**
- **Non-EEA nationals with Indefinite Leave to Remain/Settlement in the UK**

The main routes available for those who need a visa to work in the UK are **Skilled Worker**, **Global Talent** and the **Graduate Route**.

Please see UKVI guidance for further information on eligibility, knowledge of English requirements and approved test centres <https://www.gov.uk/skilled-worker-visa> You can also find further information on our candidate immigration [web page](#).

If you will conduct research in your role, you may need to apply for and obtain ATAS clearance before Aston can issue a Certificate of Sponsorship for your visa application. Please see our candidate immigration [web page](#) for further details.

### **Before you start and Right to Work**

#### Right to Work Check

All employees must complete a Right to Work check before they commence work at Aston. HR will contact you during the onboarding process to arrange your check.

#### Cost of Living - Estate and Letting Agents

There are numerous Estate and Letting Agents that can help you find suitable accommodation. Useful websites for support and guidance

<https://www.gov.uk/government/publications/how-to-rent/how-to-rent-the-checklist-for-renting-in-england> and <https://www.citizensadvice.org.uk/housing/>

You can also use property search websites such as Rightmove or Zoopla.

### **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>

Aston University  
Birmingham  
B4 7ET, UK.  
+44 (0)121 204 3000

[www.aston.ac.uk](http://www.aston.ac.uk)