



OPPORTUNITY

Where change
gets real.



Reference: 1542-25

Grade: 7

Salary: £31,236 - £36,636, per annum, depending on experience

Contract Type: 12 months

Basis: Part time

Job description

Job Purpose:

The Computer Science (CS) Industry Club is a strategic partnership between industry and academia, where partner organisations pay an annual membership fee. Membership provides access to a talent pool of students, leading academics, and impactful research, while offering students valuable placement and employment opportunities.

The Industry Club Associate will act as the primary liaison between the Department of Computer Science and Industry Club members, developing and maintaining effective relationships and ensuring meaningful collaboration between academic staff, students, and partner organisations.

Main Duties/Responsibilities

- Act as the first point of contact for Industry Club partners, developing a strong understanding of their requirements and supporting engagement activities.
- Build, maintain, and enhance relationships with existing partners while supporting the recruitment of new Industry Club members.
- Design, coordinate, and deliver a high-quality programme of Industry Club events that support student employability, curriculum development, and research collaboration.
- Produce an annual report evaluating Industry Club activities, including recommendations for future improvements.
- Plan and implement effective promotional strategies to engage students, staff, and partner organisations.
- Maintain and develop a CRM database to ensure consistent and effective partner engagement.
- Update and manage the Industry Club website using a content management system.
- Develop and maintain promotional and marketing materials (print and digital).
- Carry out accurate and efficient day-to-day administrative tasks.
- Support additional duties as required by the Industry Club academic lead, appropriate to the role level.
- Identify and facilitate wider collaborative opportunities between students, researchers, and industry partners.

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
Education and qualifications	Educated to degree level, or to A Level (or equivalent) with relevant experience in event management within a commercial or Higher Education setting.	Application form and interview
Experience	<ul style="list-style-type: none"> • Significant experience of organising and delivering events. • Experience of managing business relationships, both as a supplier and procurer of services. • Experience of business networking. • Experience of developing and implementing new processes and systems. 	Application form and interview
Aptitude and skills	<ul style="list-style-type: none"> • High level of IT proficiency, including experience with systems and Microsoft Office (Word, Excel, PowerPoint). • Excellent interpersonal skills, with the ability to work effectively with academics, students, and external partners. • Professional approach with the ability to handle confidential and sensitive information appropriately. • Strong written and verbal communication skills. • Effective problem-solving skills with the ability to work independently and use initiative. • Ability to analyse data and produce reports for monitoring and evaluation. • Ability to work both independently and collaboratively as part of a team. • Proactive mindset with the initiative to develop and implement new ideas. • Strong time management, organisational, and prioritisation skills. • Ability to manage multiple tasks and work under pressure. 	Application form and interview

	Essential	Method of assessment
	<ul style="list-style-type: none"> • Flexible and adaptable approach to changing workloads. • Enthusiasm and accountability in taking ownership of responsibilities. 	

	Desirable	Method of assessment
Education and qualifications	No additional criteria specified	Application form
Experience	Knowledge of the graduate labour market and Higher Education sector.	Application form and interview
Aptitude and Skills	No additional criteria specified	Application form and interview

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.



Innovation

We strive for excellence within ourselves and others, providing solutions to new and existing challenges.



Collaboration

We work best when we are collaborative, working together to contribute to the Aston community.



Ambition

We strive together for improvement and innovation looking ahead to see the bigger picture.



Inclusion

We treat everyone in our community equally and how they would like to be treated.



Integrity

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.

Contact information

Enquiries about the vacancy:

Name: Dr Maria Chli
Job Title: Reader
Email: m.chli@aston.ac.uk

Enquiries about the application process, shortlisting or interviews:

Recruitment Team via 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