

JOB DESCRIPTION



Job Title: Events Coordinator
Department: Communications & Engagement
Faculty/Professional Services: Central Services
Location: London
Reports to: Events Manager
Full Time/Part Time/Casual: Full Time
Grade: Grade 4
Overall Purpose of the job: Manages a portfolio of events and advises and supports event processes and procedures <ul style="list-style-type: none">• Develop, organise, and manage strategic events which support LSHTM's key objectives, Events include Communications & Engagement activities, as well as LSHTM strategic events that: connect with policy and practice communities, industry partners, and with the public, locally, nationally, and internationally; foster a thriving, inclusive staff and student community; and raise money.• Support the management of events organised by others through the development and maintenance of an event toolkit resource showcasing best practice and where necessary in line with the evolution of organisational needs

General Information

The London School of Hygiene & Tropical Medicine (LSHTM) is one of the world's leading public health universities.

Our mission is to improve health and health equity in the UK and worldwide; working in partnership to achieve excellence in public and global health research, education and translation of knowledge into policy and practice.

Staff and students are committed to helping create a more healthy, sustainable and equitable world for everyone, because we believe our shared future depends on our shared health.

We embrace and value the diversity of our staff and student population and seek to promote equity, diversity and inclusion as essential elements in contribution to improving health worldwide. We believe that when people feel respected and included, they can be more creative, successful, and happier at work. While we have more work to do, we are committed to building an inclusive workplace, a community that everyone feels a part of, which is safe, respectful, supportive and enables all to reach their full potential.

To find out more please visit our [Introducing LSHTM page](#).

Our Values

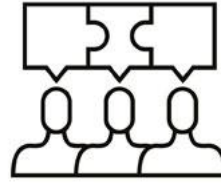
Our values establish how we aspire to achieve our mission both now and in the future - demonstrating what it means to work and study at LSHTM. Please visit our [LSHTM Values page](#) for further information.



**Act with
integrity**



**Embrace
difference**



**Work
together**



**Create
impact**

Main Duties and Responsibilities

Event Management

- manage event operations, from pre-event, onsite and post-event tasks, for a portfolio of strategic events delivered in-person and virtually, as well as hybrid, including internal and external events and those with international reach and audiences
- work closely with the Events Manager to organise LSHTM's graduation ceremonies, including liaising with academic staff, students and suppliers, and onsite management on the day
- work closely with other members of Communications & Engagement, and other staff across the School to support their events and VIP visits
- assist the Events Manager with developing new proposals for events, using initiative to come up with own ideas such as formats, technology-use
- develop and maintain the toolkit of guides and templates for LSHTM staff and students, enabling them to manage their event delivery of a broad range of 'regular' events for internal and external audiences
- ensure staff and students are aware of the ways in which Communications & Engagement can support them, by organising drop-in advice sessions
- assist the Events Manager with event bookings using an online booking system (ServiceDesk)
- manage and maintain event kit and bookings for kit
- ensure all LSHTM policies affecting events such as health and safety, GDPR, PREVENT, and sustainability are followed
- develop and implement marketing plans for strategic events, ensuring that promotion reaches the targeted audiences at the right time to maximise engagement (and revenue, where applicable), working with appropriate communications colleagues and colleagues in other departments
- manage the events pages on LSHTM's website and SharePoint, ensuring strategic and regular events are listed
- edit copy and use design templates to create event invitations and other marketing assets, ensuring that messaging is tailored to the relevant audience, and brand guidelines are followed, working with external designers where appropriate
- assist with managing event registration and attendee data, ensuring GDPR policies are followed

- maintain a marketing contacts database

Additional Information

- develop and maintain a handbook for the role of Events Coordinator detailing step-by-step actions for all regular processes and requirements carried out
- any other duties that may be appropriately delegated, by the Events Manager, Executive Assistant & Business Support Manager or the Director of Communications & Engagement.

Generic duties and responsibilities of all LSHTM employees

This job description reflects the present requirements of the post but may be altered at any time in the future as duties and responsibilities change and/or develop providing there is consultation with the post-holder.

The post-holder will carry out any other duties, tasks or responsibilities as reasonably requested by the line manager, Dean of Faculty, Head of Department or Head of Professional Service.

The post holder will be responsible and accountable for ensuring all LSHTM policies, procedures, regulations and employment legislative requirements are adhered to including equality and diversity and health and safety.

This job description is not a definitive or exhaustive list of responsibilities but identifies the key responsibilities and tasks of the post holder. The specific objectives of the post holder will be subject to review as part of the individual Performance and Development Review (PDR).

PERSON SPECIFICATION

This form lists the essential and desirable requirements needed by the post holder to be able to perform the job effectively.

Applicants will be shortlisted solely on the extent to which they meet these requirements.

Competency	Evidence	E/D
Education, Qualifications and Training	<ul style="list-style-type: none"> Higher education to degree level in a relevant subject, or equivalent, or relevant professional experience 	E
Experience	<ul style="list-style-type: none"> Proven event management and organisational skills to meet deadlines Experience of marketing, ideally for events Evidence of excellent project management skills Experience of organising events with international reach, speaker participation and audience engagement Experience of organising events in a university environment 	E D E D D
Knowledge	<ul style="list-style-type: none"> Confident using platforms to deliver virtual and hybrid events (such as Zoom meeting and Webinar) Ability to use web content, design and marketing software (such as InDesign and Photoshop), CMS systems (such as Drupal8), email marketing software (such as Campaign Monitor and MailChimp) and Google Analytics Confident using Microsoft word, Excel, PowerPoint, Outlook Ability to use online systems (such as Eventbrite) to manage event bookings Proven ability to work effectively with databases Understand the concepts of equality, diversity and inclusion Interest in international development, public health and/or medical research Understand the Higher Education and health sector 	E D E E E E D D
Personal Qualities	<ul style="list-style-type: none"> A strong team player, able to get things done and use own initiative 	E

	<ul style="list-style-type: none"> • Willingness to work beyond standard work hours (evenings and weekends) 	E
	<ul style="list-style-type: none"> • Flexibility and ability to adapt in different situations, working under pressure whilst remaining calm 	E
	<ul style="list-style-type: none"> • Ability to communicate effectively both verbally and in writing to staff, students and external stakeholders, with good attention to detail 	E

E-Essential: Requirement without which the job could not be done

D-Desirable: Requirements that would enable the candidate to perform the job well

Date compiled: Aug 2024

Salary and Conditions of Appointment

The post is permanent and full-time, 35 hours per week, 1 FTE. The salary will be on the Professional Services salary scale, Grade 4 scale in the range £33,111 – £37,298 per annum pro rata (inclusive of London Weighting).

The post will be subject to the LSHTM terms and conditions of service. Annual leave entitlement is 30 working days per year, pro rata for part time staff. In addition to this there are discretionary “Wellbeing Days.” Membership of the Pension Scheme is available.

LSHTM has a Hybrid Working Framework, which alongside agreed service requirements, enables teams to work more flexibly (if the role allows), promoting a greater wellbeing and work/life balance.

Application Process

Applications should be made on-line via our [jobs website](#). Applications should also include the names and email contacts of 2 referees who can be contacted immediately if appointed. Online applications will be accepted by the automated system until 10pm of the closing date. We regret that late applications cannot be accepted. Any queries regarding the application process may be addressed to jobs@lshtm.ac.uk.

The supporting statement section should set out how your qualifications, experience and training meet each of the selection criteria. Please provide one or more paragraphs addressing each criterion. The supporting statement is an essential part of the selection process and thus a failure to provide this information will mean that the application will not be considered. An answer to any of the criteria such as "Please see attached CV", "Yes" or "No" will not be considered acceptable and will not be scored.

Please note that if you are shortlisted and are unable to attend on the interview date it may not be possible to offer you an alternative date.

Asylum and Immigration Statement

LSHTM will comply with current UKVI legislation, which requires all employees to provide documentary evidence of their legal right to work in this country prior to commencing employment. Candidates will be required to email a copy of their passport (and visa if applicable) to HR prior to their interview and if appointed will be asked to bring the original documents in to be copied and verified before their start date.

This role does not meet the minimum requirements set by UKVI to enable sponsorship under the skilled worker route. Therefore we cannot progress applications from candidates who require sponsorship to work in the UK.