

PERSON SPECIFICATION

JOB TITLE

Senior Events and Alumni Officer

GRADE

IV

KNOWLEDGE AND UNDERSTANDING

	ESSENTIAL / DESIRABLE
Awareness of key challenges within the Higher Education sector, in particular the contribution of events within the marketing of a University and recruitment of students	Essential
Awareness and empathy of the core business of AUB	Essential
Understanding of the key deliverables of the job (Ref: Key Deliverables part of job description)	Essential
Demonstration of knowledge of; events planning and delivery; branding	Essential
An understanding of alumni in the context of Higher Education	Desirable

SKILLS AND ABILITIES

	ESSENTIAL / DESIRABLE
Excellent MS Office skills, for example, word, excel, outlook and other programs as appropriate for the post and database management	Essential
Ability to work effectively in a team whilst being able to work independently	Essential
Excellent administrative and organisational skills	Essential
Excellent communication skills, both verbal and written, including stakeholder management within a complex organisation	Essential
Supervisory/line management skills	Essential
Evidence of strong event planning and management skills, project planning skills and the skills necessary in the development and delivery of alumni programs such as the development of communication programs	Essential

EXPERIENCE

	ESSENTIAL / DESIRABLE
Experience of working within higher education	Desirable
Experience of supervising/managing staff	Essential
Experience of planning and delivering recruitment events, ideally within an HE marketing context	Essential
Experience of the delivery of or contribution to University/College/School alumni programs	Desirable
Experience of office administration	Essential

QUALIFICATIONS	ESSENTIAL / DESIRABLE
Degree level qualification in Marketing and Communications or equivalent qualification or experience	Essential
Event planning or management qualification or related professional membership accreditation	Desirable
GCSE Maths and English, minimum grade C and/ or equivalent qualification/experience	Essential

BEHAVIOURS

Organisational and sector awareness

Demonstrates a considered understanding in these areas in the delivery of duties.

Customer Service

Positive and proactive focus and approach customer service, identifying and implementing ways to exceed expectations wherever possible.

Initiative and drive

An ability to take the initiative as required and apply a positive approach to completing duties.

Communication

Clear and effective verbal and written communication skills with colleagues (and students, where appropriate) consistently demonstrating the ability to adapt communication approach as appropriate.

Team supervision/management

An ability to supervise/manage staff and effectively performance manage with input from line manager, including the informal and formal resolution of issues.

Flexibility

Successfully adapts to the changing University environment and the varying priorities of the job.

Time management

Achieves deadlines and balances workload priorities by effective decision making, prioritisation and planning, escalating issues where appropriate.

Resource Management

An ability to effectively manage a small scale budget(s).