

# JOB DESCRIPTION

**POST:**  Ebor Lecture series Administrative Event Lead

**REF:** TBC

**DEPARTMENT:**  School of Humanities

**GRADE:** 4 (p/t, 0.2FTE)

**REPORTING TO:**  Professor Esther McIntosh

**SUPERVISORY RESPONSIBILITY:** None

# JOB PURPOSE

The purpose of this role is to lead on the organisation and administration of the Ebor Lecture Series. You will be a highly organised individual, proficient in IT and will have excellent administrative, interpersonal and communication skills with meticulous attention to detail and forward planning.

It is envisaged that this role would be offered on a one day a week basis.

# DUTIES AND RESPONSIBILITIES:

**Administrative/ Event Leadership**

1. To take a lead on the Ebor event organisation, research and planning, coordinating the associated administrative tasks, and working to ensure all is delivered in a timely manner.
2. To effectively build contacts and networks with staff from across York St John University and the Ebor partners, including teams such as Events, Marketing, Communications and Finance.
3. To be able to successfully research and liaise with external speakers regarding event organisation requirements including agreeing fees.
4. To assist in the advertising and promotion of the Ebor lecture series as well as managing the YouTube channel.
5. To liaise with the York St John Humanities School Operations Manager to ensure the External Speakers are set up for payment and submit any necessary expense forms.
6. To be responsible for completing relevant forms and processes**,** including event set-up forms, external speaker forms etc.
7. To attend the events and act as a first point of contact.
8. To ensure event related required tasks and deadlines are met.

## Plus

* Any other duties as may reasonably be required.
* Ensure that the highest standards of professional performance are maintained.
* Demonstrate a personal commitment to equality, diversity and inclusion and ensure equal opportunities are integral to the work of the department.
* Ensure compliance with relevant legislation and statutory codes of practice, as advised.
* Participate in the arrangements for performance review.
* Ensure that professional skills are regularly updated through participation in training and development activities.
* Ensure all University policies are implemented within the remit of this post.

# HEALTH & SAFETY

Under the Health & Safety at Work Act 1974, whilst at work, members of staff must take reasonable care for their own health and safety and that of any other person who may be affected by their acts or omissions.

*This is not a comprehensive definition of the post. Postholders are expected to undertake any work that comes with the remit of the post’s main objective. This job description will be kept under review and may be changed at any time subject to consultation with the postholder.*

# PERSON SPECIFICATION

**POST TITLE:** Ebor Lecture series Administrative Event Lead

**SCHOOL / DEPARTMENT:** School of Humanities

The Person Specification focuses on the knowledge, skills, experience and qualifications required to undertake the role effectively.

## Education & Training

|  |  |  |
| --- | --- | --- |
| **The postholder should be able to demonstrate:** | **Requirement is:** | **Assessed by:** |
| Good Standard of education | Essential | Application |

## Knowledge & Experience

|  |  |  |
| --- | --- | --- |
| **The postholder should be able to demonstrate:** | **Requirement is:** | **Assessed by:** |
| Excellent standard of computer literacy with Microsoft Office applications (Word, Excel Access etc)  | Essential | Application/Interview |
| Relevant experience leading events.    | Essential | Application/Interview |
| Experience of leading on administrative tasks.  | Essential | Application/Interview |
| Experience in using social media in the workplace | Desirable | Application/Interview |
| Experience of working with a variety of internal and external stakeholders at all levels.  | Essential | Application/Interview |
| Knowledge and experience working in Higher Education | Desirable | Application/Interview |

## Skills & Attributes

|  |  |  |
| --- | --- | --- |
| **The postholder should be able to demonstrate:** | **Requirement is:** | **Assessed by:** |
| Personal commitment to equality and an understanding of what this means in practice. | Essential | Application/Interview |
| Excellent interpersonal skills, with the ability to manage multiple stakeholders. | Essential | Application/Interview |
| Excellent organisational skills | Essential | Application/Interview |
| Strong written and verbal communication skills with the ability to adapt messages to different media and audiences.  | Essential | Application/Interview |
| Ability to work effectively under pressure and to tight deadlines. | Essential | Application/Interview |

## The Leading in York St John Framework

YSJ is my University, I choose to be here, and I show my commitment by contributing to its long-term success. This Framework is used in our Recruitment & Performance Development Reviews, please take these into consideration when making your application and in your role.

|  |  |
| --- | --- |
| **Self-Assured**  | I take personal responsibility. If not me, then who? If not now, then when? |
| **Agile** | I am proactive, creative and responsive in testing solutions. I continuously adapt my Approach. |
| **Socially Aware** | I contribute my knowledge, skills and time to the broader University community. |
| **Tenacious** | I confidently and passionately contribute my ideas and support others to do the same. |
| **Open-Minded** | I communicate with empathy and positivity, without prejudice. |

## Special Features

There are usually between 2-3 Ebor Lectures a year, these are normally held between 5-7pm, it is expected that the role holder would need to be able to attend these.