



## **Job Description**

<b>Job Title:</b>	Events Coordinator
<b>Work Pattern:</b>	Part time, 3 days per week during term time (Tuesdays, Wednesdays, and Thursdays)
<b>Grade:</b>	UTC Reading APTC Pay Scales
<b>Salary:</b>	£12,218.00 per annum (pro rata of £23,597.00)
<b>Reports To:</b>	Business Relations Manager
<b>Staff Managed (if any):</b>	None

## **Purpose of the Role**

- Organising the Taster Evenings and Open morning for prospective parents/students.
- Undertake appropriate project planning to ensure events, feeder activities, keep warm events, promotional events, competitions, etc. are implemented effectively and promote the UTC positively
- Identify, develop and sustain a variety of links with stakeholder groups to continue to extend the reach of the UTC into business and the community; a particular emphasis on the construction industry
- To ensure the students at UTC Reading get the best possible exposure to the industry, including planning for site visits, work experience, careers events, linking to possible career pathways
- To provide general administration support for the Vice Principal and Business Relations Manager.

## **Main Duties and Responsibilities**

### **To Support Applications Administrator in the Student Application Process:**

- To organise all events both at the UTC and externally that will support the process of recruiting students in Year 10 and Year 12.
- To maintain the application lists from the online applications.
- To keep parents and students informed of the application process and respond to queries.
- To provide the Senior Leadership Team with reports on applicants, acceptances of places and upcoming events.
- To request references from applicants current school and maintain accurate records.
- To ensure all data is collected in good time and ready for integration into the UTC Management Information System in good time for September.

### **To develop and evolve relationships with stakeholders by supporting the Business Relations manager in:**

- Creating strong links and collaborative ways of working with Sponsors and other stakeholders, including the wider community and neighbouring schools.
- Fostering and enhancing strong and continually developing links with Industry and Education partners to support and develop curriculum opportunities; particularly with engineering (civil) partners.

### **Employer partner engagement**

- To ensure that the relationships with all industry partners is maintained at the highest level.
- To ensure that opportunities for marketing, funding and development provided by the industry partners are maximised.
- To maximise opportunities for employment and apprenticeships of UTC leavers.
- To manage and develop opportunities for work experience of students with industry partners.
- To maximise the use of on-site and virtual resources provided by industry partners.

## **PR and Marketing**

- To ensure any and all opportunities for PR, especially with business links, are maximised.
- To liaise with PR and Marketing team at the UTC and with our business links to ensure maximum coverage for all.
- To produce marketing collateral and press releases where necessary to support events

## **Professional Conduct**

All employees are expected to:

- To work as part of the Administration Team, supporting general roles as required, such as reception, meeting and greeting visitors, supporting events etc.
- Follow the UTC's Appraisal Policy
- Make the most efficient and effective use of human, financial and material resources
- Be aware of and responsive to the changing nature of the UTC, adopt a flexible and pro-active approach to work and contribute to a range of cross-college initiatives to facilitate the delivery of key business objectives
- Participate in UTC developments; attend internal and external meetings and training programmes relevant to the performance and execution of the duties of their post
- Be conversant with and operate all appropriate information technology resources available and to keep abreast of developments in this area
- Participate in the development of a responsive customer centered approach to service delivery
- Ensure compliance with all UTC policies, procedures and regulations and assist in the implementation of decisions.
- Give good notice of any absence in line with the UTC's Absence Management Policy.
- Adhere to general standards of conduct embodied in UTC policies
- Provide an education service which, actively promotes equality of opportunity and freedom from discrimination, demonstrating the UTC encourages the valuable and enriching contribution, which people from a range of backgrounds and experiences can bring to the life and development of the organisation.
- Work within any legislation to which the UTC is bound by law

- Make the most efficient and effective use of resources being aware of budget implications
- Responsibility to promote and maintain a safe and healthy environment for yourself, all other staff and students
- Responsibility to respect the UTC Community and abide by the Equality policy
- Report any incidence of bullying/harassment as part of the safeguarding statement and procedures

*Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.*

*Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.*

*It is understood that areas of responsibility are from time to time subject to review and are negotiable in the light of the needs of the UTC and the professional development of the staff.*

*This job description may be reviewed at the end of the academic year or earlier if necessary. In addition it may be amended at any time after consultation with you.*