



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Events Assistant, Marketing



Salary: Grade 4 (£19,202– £22,017 p.a.)

Reference: CSMAR1036

We will consider flexible working arrangements

Events Assistant

Marketing, Corporate Services

Are you an enthusiastic, well organised and versatile individual with a strong customer service orientation? Do you want to use your knowledge and experience to help deliver successful student recruitment events and University-wide open days?

This is an exciting opportunity to join a busy marketing team supporting the delivery of student recruitment open days and related marketing activities. You will be passionate about a career in events marketing and have excellent written and verbal communication skills. You will be self-directing, with an enthusiastic and proactive approach and the ability to develop relationships with a wide range of stakeholders.

You should have some experience of working in a busy events related role, with excellent organisational and administrative skills.

The nature of the role means that there will be a requirement for occasional weekend and evening working.

What does the role entail?

As Events Assistant, your main duties will include:

- Supporting the Senior Marketing Events Executive with the design, planning, organisation and delivery of University-wide recruitment events such as open days and roadshows;
- Assisting in the recruitment, training and day-to-day management of student ambassadors for open days, accommodation visits and campus tours;
- Assisting in the management of events equipment including signage, visitor scanners and student ambassador clothing;
- Undertaking market research such as intelligence gathering, competitor analysis and mystery shopping of events;
- Assisting in the development of events related collateral such as presentations, activity guides and banner stands.



These duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the grade of the post.

What will you bring to the role?

As Events Assistant you will have:

- Experience of working in a busy events or relevant marketing-related role;
- Effective interpersonal, negotiation and team-working skills with the ability to develop effective working relationships;
- Excellent organisational skills with an ability to prioritise and plan your work independently;
- Experience of working with databases (e.g. Excel, Access) and manipulation of data;
- A proactive problem solving approach;
- The ability to work flexibly, as you will be required to support open days and events which take place at weekends;
- Excellent written and verbal communication skills (copy writing, editorial and proof reading skills) with a high level of accuracy and close attention to detail.

You may also have:

- Knowledge or experience of working in higher education;
- Experience of managing events staff.

How to apply

You can apply for this role online; more guidance can be found on our [How to Apply](#) information page. Applications should be submitted by **23.59** (UK time) on the advertised closing date.

Contact information

To explore the post further or for any queries you may have, please contact:

Jessica Braham, Marketing Manager

Tel: +44 (0)113 343 0022



Email: j.m.braham@leeds.ac.uk

Additional information

Working at Leeds

Find out more about the benefits of working at the University and what it is like to live and work in the Leeds area on our [Working at Leeds](#) information page.

Candidates with disabilities

Information for candidates with disabilities, impairments or health conditions, including requesting alternative formats, can be found on our [Accessibility](#) information page or by getting in touch with us at disclosure@leeds.ac.uk.

Criminal record information

Rehabilitation of Offenders Act 1974

A criminal record check is not required for this position. However, all applicants will be required to declare if they have any 'unspent' criminal offences, including those pending.

Any offer of appointment will be in accordance with our Criminal Records policy. You can find out more about required checks and declarations in our [Criminal Records](#) information page.

