



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Congress Officer, School of History, Faculty of Arts, Humanities and Cultures.



Salary: Grade 4 (£19,612 – £22,417 p.a. pro rata)

Reference: AHCH1026

Part time to Full time (part-time with a minimum of 70%, full time equivalent would also be considered)

Congress Officer

School of History, Faculty of Arts, Humanities and Cultures

Do you like working in an enthusiastic event team? Are you a highly-organised team-player interested in providing high quality, customer-focused support in the organisation of the annual International Medieval Congress?

The International Medieval Congress draws on medievalists from over 60 countries, with over 2,400 individual papers and 830 academic sessions and a wide range of concerts, performances, readings, round tables, excursions, bookfair and associated events, the Leeds International Medieval Congress is Europe's largest annual gathering in the humanities.

Working as part of the Institute's International Medieval Congress Team, you will be the first point of contact for IMC delegate queries, coordinate all aspects of teaching room and equipment requirements for the academic sessions at Congress, and provide varied clerical and event coordination support. You will possess an interest in the Middle Ages and will be competent in the use of IT systems, particularly Microsoft Office packages. You will also have experience of working in a customer- focussed role and good numerical skills (including experience of handling money and/or payments). The ability to work effectively as part of a team and good organisational skills are also essential.

The Congress in 2020 will be from 6-9 July 2020 at the University's Main Campus. The Congress Officer is required to work from the preceding Saturday (4 July 2020) through to the Friday afternoon (10 July 2020), including evenings. Increased working hours may also be necessary in the weeks immediately prior to Congress. This post is available at a minimum of 70% of a full-time role (up to full-time). The IMC workload experiences peaks and troughs throughout the year, and the post holder is expected to be able to assist during busy periods (given reasonable notice).

What does the role entail?

As a Congress Officer, your main duties will include:

- Coordinating all aspects of session room provision: identifying, sourcing and coordinating requirements, including space, equipment and moderators; managing the set-up, running and take-down of session rooms; evaluating and



- reporting on the success of conference spaces;
- Coordinating the training and management of temporary staff required for session rooms during Congress. Liaising with temping agencies and line managing temporary staff during Congress in an assertive yet supportive manner;
 - Liaising with internal and external service providers on event requirements, including arranging building openings, access requirements, AV equipment and conference furniture;
 - Coordinating the management of the IMC equipment and signage store;
 - Coordinating signage requirements, using InDesign to produce required signage in collaboration with Print & Copy Bureau, and coordinating the use and placement of signage at the Congress;
 - Supporting programme planning and development including academic programme, excursions, exhibitions and smaller fairs, and the development and implementation of policies and procedures;
 - Supporting Congress staff in writing, proof-reading and editing text for the website, newsletter, printed programme, other publications and exhibitions;
 - Processing evaluation of feedback - online and paper questionnaires;
 - Populating of website and timely update;
 - Assisting with proposal and registration procedures: following up queries from delegates and Programming Committee; carrying out data entry on IMC Database (proposals, address changes, special requests).

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 a Congress Officer, you will have:

- Excellent organisation and time management skills, with an ability to prioritise tasks to meet agreed deadlines and conflicting demands within a busy, dynamic work environment;
- Experience in supporting/contributing to managed projects and schedule or logistical planning;
- Ability to work independently, using initiative to resolve operational issues and find practical solutions to problems with guidance;



- Competence in the use of IT systems, including Microsoft Office applications (in particular Outlook and Word);
- Experience of providing a high level customer service;
- Highly effective verbal and written communication skills, to both academic and a range of non-academic audiences;
- Excellent interpersonal skills with the ability to build positive working relationships and to work as part of a team;
- Excellent accuracy and attention to detail;
- Good numerical skills and experience of handling money and/or payments;
- An interest in the Middle Ages.

You may also have:

- Experience of working in Higher Education;
- Experience of working in a busy office environment;
- Experience of supervising/managing staff;
- Experience of coordinating/working for conferences or events;
- Proof reading skills;
- Experience of using Design software, such as InDesign;
- Experience of working with Microsoft Access.

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:

Axel Muller, Director, International Medieval Congress

Tel: +44 (0)113 343 3614

Email: A.Muller@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.

