



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

CPD, Conference and Events Coordinator

Faculty of Engineering and Physical Sciences



Salary: Grade 5 (£25,742 – £29,605 p.a.)

Reference: EPSFS1010

Location: Leeds campus

Closing date: Wednesday 31 July 2024

Full time, fixed term for up to 13 months (maternity cover)

We are open to discussing flexible working arrangements

CPD, Conference and Events Coordinator, CPD, Conference and Events Unit.

Are you an experienced administrator with a confident and proactive approach to work? Do you have a flair for organising and administrating events? Can you manage a varied programme of courses and conferences?

The CPD, Conference and Events Unit provides the administration, management and coordination for the development and delivery of industrial continuing professional development (CPD) [short courses](#), meetings and workshops, and conference organisation. We host internationally renowned presenters and experts, curating a varied programme of events for engineers from both industry and academia.

With demonstrable experience of working in an administrative role, you will work independently and have direct responsibility for coordinating a portfolio of designated events, working collaboratively with team members to share good work practices with the ability to identify and suggest improvements to the service provided.

You will be well organised with the ability to work under pressure and to tight deadlines, have excellent communication skills, and be a strong team player with a flexible approach working out of core hours and on and off site.

What does the role entail?

As a CPD, Conference and Events Coordinator, your main duties will include:

- Leading on all aspects of event administration and registration of industrial delegates, communicating with the relevant external organisations and disseminating information;
- Developing and maintaining University online booking and payment systems; initiating alternative booking and payment methods and terms;
- Monitoring, assessing and reporting on the event status;
- Controlling online abstract management systems; coordinating submissions, reviews and notification communications;
- Coordinating the communication with engaged industrial and academic presenters;
- Venue communication, to include clear instruction and information of event requirements; assessing contracts and advising of changes;



- Leading the operational support, instruction and guidance during the delivery of activities; coordinating other support services in relation to event arrangements and duty requirements; resolving any problematic issues;
- Providing administrative support to activities including preparation of documentation;
- Monitoring budgets; negotiating practical and cost effective revisions;
- Post-event review and evaluation, recommending changes or improvements for the activities and service, liaising with academic course directors, colleagues and University services;
- Managing the maintenance of customer databases, and reporting for marketing and management purposes;
- Supporting the CPD Marketing & Development Manager on aspects of marketing communications, web page updates and social media;
- Acting Coordinator at planning meetings; providing practical advice to academic colleagues and the team to inform decisions; coordinating the Unit's work practices and processes for the activity;
- Developing contacts and maintaining effective working relationships with a variety of customers and colleagues, other teams and support services; collaborating with external partners and contributors;
- Providing and contributing to the development of a consistent high quality service, through participation in functional meetings, making suggestions on how to adapt and develop standardised operational practices and processes to add value;
- Acting as point of contact for the Unit; providing information, advice and guidance to internal and external customers as necessary;
- Involvement in project work as directed by the Unit Manager.

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 CPD, Conference and Events Coordinator, you will have:

- Sustained experience and an enthusiasm of working in an administrative role, delivering an excellent professional customer service experience;
- A flexible approach, with excellent organisational, planning and time management skills, with the ability to work under pressure adapting priorities to meet multiple deadlines and conflicting demands as workloads require;
- Excellent communication skills and attention to detail, with the ability to clearly articulate information, modifying your approach to suit different audiences/situations;
- Experience of establishing and maintaining effective working relationships and communicating at all levels;
- Excellent interpersonal skills, with the ability to work effectively and proactively as part of a team and individually, and provide direction or support to team members;
- Strong judgment and initiative with the ability to effectively interpret and apply processes and procedures, understand and solve problems, and make suggestions for improvements;
- Strong IT skills and be proficient in the use of Microsoft Office products, particularly Word, Excel, PowerPoint and Outlook;
- Experience of managing customer databases;
- The ability to work out of core hours during events, including evening and occasional weekend hours, and occasional UK-wide travel.

You may also have:

- Experience of organising and administrating events;
- Experience of IT applications such as Eventbrite, Ticket Tailor, EasyChair or similar;
- Experience of financial systems such as SAP;
- Experience of working in higher education.

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:

Mrs Alison Whiteley, Manager, CPD Conference and Events Unit

Email: A.J.Whiteley@leeds.ac.uk

Additional information

Faculty and School Information

Further information is available on the research and teaching activities of the [Faculty of Engineering & Physical Sciences](#).

A diverse workforce

As an international research-intensive university, we welcome students and staff from all walks of life and from across the world. We foster an inclusive environment where all can flourish and prosper, and we are proud of our strong commitment to student education. Within the Faculty of Engineering and Physical Sciences we are dedicated to diversifying our community and we welcome the unique contributions that individuals can bring, and particularly encourage applications from, but not limited to Black, Asian and ethnically diverse people; people who identify as LGBT+; and people with disabilities. Candidates will always be selected based on merit and ability.

The Faculty of Engineering and Physical Sciences are proud to have been awarded the Athena SWAN [Silver](#) Award from the Equality Challenge Unit, the national body that promotes equality in the higher education sector. Our [equality and inclusion webpage](#) provides more information.

Working at Leeds

We are a campus-based community and regular interaction with campus is an expectation of all roles in line with academic and service needs and the requirements of the role. We are also open to discussing flexible working arrangements. To find out more about the benefits of working at the University and what it is like to live and work in the Leeds area visit our [Working at Leeds](#) information page.



Information for disabled candidates

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

Salary Requirements of the Skilled Worker Visa Route

Please note that due to Home Office visa requirements, this role is not suitable for first-time Skilled Worker visa applicants. Information on other visa options is available at: <https://www.gov.uk/browse/visas-immigration/work-visas>

