

unipol

# Candidate Brief



**Conference and Visits Administrator  
(maternity cover)**

**Grade 5 (£27,644 - £31,637)**





# Overview of the Role

**Location:** Unipol Student Homes,  
155-157 Woodhouse Lane, Leeds, LS2 3ED

**Hours:** Full Time. Monday to Friday  
(1 day working from home)

**Contract:** Fixed Term for 12 months, maternity cover

**Salary:** Grade 5 (£27,644 - £31,637 per annum)

The Conferences and Visits Administrator (maternity cover) is a key part of the Standards team, planning and implementing an annual programme of training events with the aim of promoting good practice in the student accommodation sector. This is a public facing role acting as the face of Unipol Training, interacting with delegates, visitors and the public to ensure a professional and positive experience. The role is responsible for running all of Unipol's training events and conferences, as well as operating Unipol's conference facility in Leeds and supporting some meetings.

The Conferences and Visits Administrator will need to work with independence and initiative, supported by the Director of Standards in a post which will determine much of Unipol's public profile within the housing sector. Many of the events are planned in direct consultation with the Chief Executive and close liaison on event strategy is essential.

This is an excellent opportunity for someone who enjoys variety, event management, and working closely with Senior Leadership in a values-led, people-focused organisation.

# Main Duties and Responsibilities

## Event management

- The planning, implementation and running of all of Unipol's training events and conferences both actual and virtual, including a flagship national annual event. Estimated total number of events is between 20 – 30 with a total delegate load of 1,500
- Prepare for and host each event, ensuring smooth running for delegates and speakers, resolving any issues that may arise
- Ensure all IT and PA equipment is provided as required, including setting up and acting as host for virtual events.

## Event administration

- Book and negotiate costings with conference and training venues and undertake all liaison with suppliers of services within the conference area
- Book and negotiate costings for food and other refreshments
- Maintaining the budget for conferences and ensuring events are operated in a cost-effective way to achieve budgetary targets
- Acting as the key point for all training enquiries, including requests for in-house training
- Assisting in preparing presentations for senior staff using PowerPoint and utilising graphics from Unipol's library
- Liaising with and supporting speakers

## Publicity

- Ensuring that the conferences web site and bookings systems are fully up-to-date and operational
- Ensure that all conferences are appropriately publicised by use of mailing lists, social media, articles and the circulation of agendas, with the supporting of the Marketing Team
- Be responsible for the production of all copy relating to an event including: advertising copy, agendas, folders and other handouts needed for the event, papers circulated after the event and follow-up on an event.
- Maintain and extend Unipol's mailing lists

# Main Duties and Responsibilities

## Venue Management

- Maintaining and operating Unipol's conference facility in Leeds, the Board Room (which includes an adjacent lounge area and kitchen) which can accommodate up to 45 people, including supporting external and internal meetings held there
- Ensure the Board Room is clean, well maintained and stocked, acting as the client with internal and external contractors to ensure high standards
- Deputise for the Executive and Governance Assistance as required to support seamless event coordination and delivery in respect of visits and internal meetings
- Assist with visitors to the offices including car-parking bookings
- undertaking a food hygiene course and ensure that food preparation is in line with current requirements
- the Board room is cleaned regularly by cleaners but the Conferences and Visits Administrator will draw to the attention of the Director of Standards any shortcomings in cleaning or requests for additional cleaning and will have first line responsibility for ensuring that cleanliness is achieved when events are running.

## General requirements

Hours of work are highly flexible and will depend upon the cycle of conferences being organised. At certain events the Conferences and Visits Administrator will expect to be resident within a conference environment and be on call throughout the conference period. It is essential that the successful candidate must have an operable driving licence and be willing to drive. Use of a pool car is available for conference events and for transportation of materials to events.

The Conferences and Visits Administrator will undertake such general duties within Unipol as from time to time may be required and shall accept periodic revisions of this job specification where transferable skills are utilised.

# Person Specification

## Essential

- Experience of planning, implementing and running training events and/or conferences
- Experience of arranging agendas, publicity and promotions
- Proven customer service skills
- Ability to work independently and to use own initiative
- Excellent administrative skills, communication and interpersonal skills
- A willingness to service meetings including the preparation of drinks and food, and clearing up afterwards
- Proficiency in the use of IT, including email, internet and Microsoft Office software (Powerpoint, Word, Excel) and video conferencing software
- Flexibility with regards to hours to be worked and willingness to travel
- Full current valid driving license

## Desirable

- Experience of promotional and event copy-writing
- Experience of updating websites
- Experience of operating online learning software

## General Information

Unipol is a housing Charity, providing assistance in finding and supplying housing for students in Leeds, Nottingham and Bradford. All those working in Unipol are jointly employed by Unipol and the University of Leeds.

Further details about Unipol can be found here [www.unipol.org.uk](http://www.unipol.org.uk)

