



UNIVERSITY OF LEEDS

## CANDIDATE BRIEF

### Event Administrator, Earth and Environment/Climate Commissions Team



**Salary: Grade 5 £29,588 - £33,002 (depending on experience)**

**Reporting to: Samantha Herbert**

**Reference: ENVEE1868**

**Fixed term 24 months 50% FTE - to complete specific time limited work.**

**Location: University of Leeds Campus (with scope for hybrid working)**

**'We are open to discussing flexible working arrangements.'**

# Event Administrator, Earth and Environment/Climate Commissions Team

## Overview of the Role

**Are you able to develop excellent working relationships and have an eye for detail? Are you passionate about supporting the promotion of world-leading collaborative climate action?**

We're searching for an Events Administrator to join our dynamic Climate Commissions Team at the University of Leeds. This role will support all members of the Commissions Team and our external partners in identifying, planning and delivering high profile events that will mobilise positive societal change across the Yorkshire and Humber Region and beyond.

### Overview of the Role:

The climate crisis is the most significant challenge the world faces. The science is clear, and at the University of Leeds we are highly focused on impact – it is our most important contribution to make a positive difference in the world. As a research-intensive university, we are perfectly placed to help deliver unparalleled collaboration at scale across institutions and nations. Our strategy focuses on combining our global outlook with a keen awareness of the importance of local, regional and national impact. Our Climate Plan is at the heart of what we are doing to support climate change mitigation and adaptation, locally and globally, while also contributing to a healthier, greener and fairer place to live, work and study.

The Leeds Climate Commission was the first of its kind, launched at an event with Lord Deben in 2017. The Yorkshire and Humber Climate Commission is the largest of its kind and was launched in 2021. The Climate Commissions were created to catalyse evidence-based, collaborative action to address these crises by linking the global outlook and big-picture science to on-the-ground impact at a local, regional and national scale. Eight and four years on respectively, these collaborations are increasingly important, having tangible positive impacts and changing our futures for the better.

Working to the Commissions Coordinator, you will support all aspects of event administration for both the Leeds and the Yorkshire and Humber Climate Commissions.



You will have a pivotal role in making sure our core series of annual events are well planned and run smoothly from identifying venues, coordinating agendas and ensuring all the small details that make an event successful are in place.

As the Climate Commissions develop, we will also need your support in identifying new opportunities, working with the team to turn ideas into firm proposals.

As a key member of the team visible to a wide range of internal and external stakeholders, you will have an important role in managing our reputation across a wide range of audiences, from the public and private sectors across the Further Education sector and climate conscious communities across the region.

## **Main duties and responsibilities**

- Leading on all aspects of event administration and delivery e.g. developing an event plan, communicating with the relevant teams, liaising with suppliers, securing additional help for events, etc:
- Producing estimated and actual cost for events, negotiating practical and cost-effective revisions:
- Monitoring, assessing and reporting on the event status:
- Co-ordinating and communicating with presenters and facilitators:
- Helping to set event/workshop agendas in liaison with partners and stakeholders:
- Support the Communications Manager with marketing and communicating the events:
- Supporting post-event review and evaluation:
- Timely identification of opportunities and supporting the selection of which events the team will attend:
- Providing wider support to the Climate Commissions Team where required.
- Assisting on ad hoc projects as required:
- You will also be expected to be aware of the Commissions' wider contexts and be able to begin building an effective network with other events professionals at the University of Leeds and with key partners and stakeholders.

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.



## Qualifications and skills

### Essential

- A working knowledge of organising and arranging a variety of both large and small, high-profile events:
- Excellent team working skills with the ability to work collaboratively and cooperatively with colleagues:
- The ability to work innovatively and independently to achieve the varied duties of the post, exercising initiative and adapting to constantly changing demands.
- The ability to work under pressure, with exceptional organisational and time management skills, always paying attention to detail:
- Experience in the use of Microsoft Office packages including Word, Excel, PowerPoint and Outlook and a willingness to develop new IT skills.
- The ability to work out of core hours during events if required:

### Desirable

- Excellent interpersonal and communication skills including the ability to clearly articulate information, modifying your approach to suit different audiences/situations:
- Experience of working in an academic environment or similar, large and complex institution:
- A degree, preferably in one of the following areas: science, social science, politics, environment, climate, journalism or a closely related discipline.

## Additional information

Please note: If you are not a British or Irish citizen, from 1 January 2021 you will require permission to work in the UK. This will normally be in the form of a visa but, if you are an EEA/Swiss citizen and resident in the UK before 31 December 2020, this may be your passport or status under the EU Settlement Scheme.



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>

Find out more about the [School of Earth and Environment](#)

Find out more about the [Yorkshire and Humber Climate Commission](#) and the [Leeds Climate Commission](#)

Find out more about Find out more about [Equality in the Faculty](#)

### **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.

### **Our University**

At the University of Leeds, we are committed to providing a culture of inclusion, respect and equity of opportunity that attracts, supports, and retains the best students and staff from all backgrounds. Whatever role we recruit for we are always striving to increase the diversity of our community, which each individual helps enrich and cultivate. We particularly encourage applications from, but not limited to Black, Asian, those who belong to a minority ethnic community; people who identify as LGBT+; and disabled people. Candidates will always be selected based on merit and ability.

The Faculty of Environment has received a prestigious Athena SWAN silver award from [Advance HE](#), the national body that promotes equality in the higher education sector. This award represents the combined efforts of all schools in the Faculty and shows the positive actions we have taken to ensure that our policies, processes and ethos all promote an equal and inclusive environment for work and study.

### **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](mailto: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.

