



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

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



Salary: Grade 4 (£18,777 – £21,585 p.a. pro rata)

Reference: AHCH1010

Closing date: 28 November 2017

Part time, 60% of full time

Fixed-term for 9 months

Congress Officer

School of History, Faculty of Arts, Humanities and Cultures

Do you like working in an enthusiastic event team? Are you 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 50 countries, with over 1,900 individual papers and 630 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, provide varied clerical support and specific responsibility for accurate data input. You will possess an interest in the European 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 2018 will be from 2-5 July 2018 at the University's Main Campus. The Congress Assistant is required to work from the preceding Saturday (30 June 2018) through to the Thursday evening (5 July 2018), including evenings.

What does the role entail?

As a Congress Assistant, your main duties will include:

- Programming proposals: converting into the database, following up queries from delegates and from Programming Committee;
- Assisting Senior Congress staff with programme planning and development;
- Co-ordinating the management of the IMC equipment and signage store;
- Carrying out data entry on IMC Database (Proposals, address changes, special requests);
- Supporting the programme development of events and excursions, exhibitions and smaller fairs;



- Assisting with Medieval Studies impact and public engagement activities throughout the year;
- Processing evaluation of feedback - online and paper questionnaires;
- Populating of website and timely update;
- Identifying, sourcing and co-ordinating session requirements, including space, equipment and sourcing moderators for sessions;
- Mailing out of IMC programme and publicity material;
- Assisting with proposal and registration procedures, where necessary;
- Any other clerical duties as may reasonably be required, consistent with the grade of the post.

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 Assistant, you will have:

- An interest in the European Middle Ages;
- Competence in the use of IT systems, including Microsoft Office applications (in particular Outlook and Word);
- Good numerical skills and experience of handling money and/or payments;
- Experience of providing a high level customer service;
- Highly effective verbal and written communication skills;
- Excellent interpersonal skills with the ability to build positive working relationships and to work as part of a team;
- The ability to work independently, using initiative to resolve operational issues and find practical solutions to small scale problems with guidance;
- 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;
- Excellent accuracy and attention to detail.

You may also have:

- Experience of working in Higher Education;
- Experience of working in a busy office environment;
- 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.

