Post title: Corporate and Alumni Events Coordinator (2 posts)  
School/department: Development and Alumni Office, Division of Communications, Marketing and Advancement  
Hours: full-time or part-time considered up to a maximum of 36.5 hours  
Requests for flexible working options will be considered (subject to business need).  
Contract: Fixed term for 12 months (2 posts)  
Reference: 7072 & 7073  
Salary: starting at £22,254 to £25,627 per annum, pro rata if part-time  
Placed on: 24 November 2021  
Closing date: 04 January 2022  
Expected Interview date: TBC  
Expected start date: as soon as possible

The Development and Alumni Relations Office at the University of Sussex is seeking a friendly, motivated person to join the Graduation, Alumni and Corporate events team to work on various activities and events to increase alumni engagement with the University to celebrate the 60th anniversary of the institution which takes place from September 2021 to October 2022.

The successful candidate will be a highly organised and flexible team player and with demonstrable experience in organising events. You will possess excellent written, verbal, IT and interpersonal skills, and have an affable personality.

You will report to the Head of Graduation and Corporate Events/Deputy Head of Events and support the development, management and successful delivery of some key Sussex events, including professional networking events, high profile public lectures and alumni reunions as well as our annual graduation ceremonies. You will also take a leading role in organising some events as well as key aspects of our graduation ceremonies.

A highly organised excellent communicator with a keen eye for detail, you will be personable, creative and able to work to tight deadlines. This is an excellent opportunity for a committed and keen Events organiser to join our enthusiastic team to enhance external engagement with the University of Sussex through the support of its corporate events programme and graduation ceremonies.

This is a fixed term post for 12 months.

Please contact Faye Brown (email) faye.brown@sussex.ac.uk for informal enquiries.

For full details and how to apply see our [vacancies page](#)

*The University of Sussex values the diversity of its staff and students and we welcome applicants from all backgrounds.*
2. **The Division**

The Communications, Marketing and Advancement (CMA) division is part of the Professional Services group, who report into the Chief Operating Officer.

This newly formed division incorporates all the University’s highly regarded functions that recruit Sussex students from the UK and around the world and forge a long-lasting relationship with them beyond graduation.

Please find further information regarding the school/division at http://www.sussex.ac.uk/schoolsandservices/professionalservices/communications-marketing-advancement

Within the CMA division, the Development and Alumni Relations Office (DARO) is responsible for the University’s philanthropic fundraising and for maintaining relationships with the alumni community and friends of the University.

3. **Purpose of the post:**

This is an excellent opportunity to join our enthusiastic team to enhance external engagement with the University of Sussex through the support of its alumni and corporate events programme and graduation ceremonies.

Sussex stages a wide range of successful public events aimed to engage key external audiences in the life of the University and promote their support for the development of the institution.

You will report to the Head of Graduation and Corporate Events/Deputy Head of Events and support the development, management, and successful delivery of some key Sussex events, including professional networking events, high profile public lectures and alumni reunions as well as our annual graduation ceremonies. You will also take a leading role in organising some high-profile events as well as key aspects of our graduation ceremonies

This is an excellent opportunity for someone interested in pursuing a career in University Events. The Corporate and Alumni Events Coordinator will be based within the Graduation, Alumni and Corporate Events team and will also have close working relationship with colleagues in the wider Development and Alumni Relations Office, supporting them on the arrangements for alumni reunions and events, in addition to working as part of the events team on graduation, alumni, and corporate events.

4. **Key responsibilities:**

1) **Assisting with identifying new event opportunities that foster alumni engagement based on research and institutional trends.**

2) **Assisting with the organisation and management of a broad range of alumni relations and corporate events (including public lectures, graduation, networking events, alumni reunions, and community events), from initial planning and bookings to the provision of relevant audio/vision materials and staging.**

3) **Providing robust administrative support for the Events team to ensure that all events are delivered professionally, sustainably and within budget and timescale.**

5. **Duties**
1) Assisting with identifying new event opportunities that foster alumni engagement based on research and institutional trends.

2) Assisting with the identification of new activities that will improve awareness of the Alumni Network amongst the student body and increase participation rates for recent graduates (0-3 years since graduating).

3) Assisting with the development and implementation of an events communication strategy to increase participation and attendance at events and alumni relations activities. This should include social media and email newsletters.

4) Undertaking weekly research on events happening across Schools of Study at Sussex and adding them to the central webpages if they are appropriate for wider audiences.

5) Undertaking regular research on trends and events within the higher education sector and reporting back to the team.

6) Assisting with the organisation and management of a broad range of alumni relations and corporate events (including public lectures, graduation, networking events, alumni reunions, and community events), from initial planning and bookings to the provision of relevant audio/vision material, and staging.

7) Supporting Graduation, Alumni and Corporate Events colleagues in the delivery of the events programme.

8) Assisting with the management of events for alumni professional networking and the organisation of events overseas.

9) Assisting with the implementation of a strategy for alumni relations events and activities aimed at engaging the student body and raising awareness of the Alumni Network.

10) Taking a leading role in the delivery of key alumni and corporate events.

11) Working with academic and administrative staff across the University, and relevant external service providers, to ensure that University events are run to a high standard.

12) Taking responsibility for aspects of the administrative processes around the organisation of graduation ceremonies.

13) Providing the necessary administrative support for the Events team to ensure that all events are delivered professionally, sustainably and within budget and timescale.

14) Ensuring that all relevant event information and guests’ contact details are added and kept up to date on the Raiser’s Edge database.

15) Data management of event responses and efficient use of the events module on Raiser’s Edge.

16) Contributing to the regular maintenance of alumni social networks such as Facebook by posting relevant news relating to corporate and alumni events and related University activities.

17) Liaising with University staff, guests and supporters at events and leading up to them.

18) Providing onsite support of all events organised by DARO.

19) Assisting with emails and telephone queries about our activities and events.

20) Assisting with the production of event related online and printed materials including invitations, targeted emails, and other related materials.

21) Proof reading and content writing.

22) Assisting with and the training and supervising of stewards and volunteers as and when appropriate.

23) Attending staff meetings and training as required and representing the University of Sussex to a very high standard.

24) As a member of the broader Development and Alumni Relations team, helping as required with any projects that might be assigned from time to time.

Given the nature of the job, the position requires a flexible approach to work, which will entail
occasional evening and/or weekend commitments, for which time in lieu will be given.

This Job Description sets out current duties of the post that may vary from time to time without changing the general character of the post or the level of responsibility entailed.

6. Opportunities for professional development

The successful candidate will receive full training on our software and systems, such as Raisers Edge, our database; Broadcast, where we upload events to the website; as well as Sussex Connect, our networking platform for alumni. You will also be trained (if required) on external systems such as Zoom, Eventbrite, Flickr, Hootsuite, Surveymonke and many other applications used on a day-to-day basis by event and communications professionals.

All University of Sussex staff have access to professional development opportunities in areas such as equalities, IT, wellbeing, and cultural awareness.

7. Person specification

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<tr>
<th>Skills/abilities</th>
<th>Essential</th>
<th>Desirable</th>
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<tbody>
<tr>
<td>Excellent organisation skills and able to prioritise and meet deadlines</td>
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<td>High level of attention to detail</td>
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<td>X</td>
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<td>Excellent written and oral communication skills</td>
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<td>Able to work as part of a team and to take the initiative</td>
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<td>X</td>
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<td>IT literate; accurate use of MS Office including Word, Outlook, Excel. Able to quickly learn and use new systems</td>
<td>X</td>
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<td>Ability to multitask</td>
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<tr>
<th>Experience</th>
<th>Essential</th>
<th>Desirable</th>
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<tr>
<td>Experience of budget management</td>
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<td>X</td>
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<td>Experience of using IT systems</td>
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<td>X</td>
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<td>Demonstrable experience of event management</td>
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<td>Experience of maintaining social media groups and/or webpages</td>
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<tr>
<th>Qualifications</th>
<th>Essential</th>
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<tbody>
<tr>
<td>Educated to A level standard or equivalent</td>
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<tr>
<th>Personal attributes and circumstances</th>
<th>Essential</th>
<th>Desirable</th>
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<tr>
<td>A flexible approach to work, which will entail occasional evening and weekend commitments</td>
<td>X</td>
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<td>a ‘customer-service-orientated’ perspective</td>
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<td>Ability to work under pressure and manage the organisation of multiple events simultaneously</td>
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<td>An enthusiastic and positive approach, and committed team player</td>
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**Knowledge**

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<tr>
<td>An understanding of the University structure and what the benefits are of being a member of the Sussex Alumni Network</td>
<td>X</td>
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Date: November 2021