<table>
<thead>
<tr>
<th>Role title</th>
<th>Events Coordinator x 4</th>
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<tbody>
<tr>
<td><strong>Purpose of the role</strong></td>
<td>Working closely with your Students’ Union and the Welcome Committee, you will create, plan and deliver a broad range of inclusive activities and events across the day, evening and night time for students to take part in as part of the 2018 Welcome Programme.</td>
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| **What you will be doing** | **Stage one — Planning**  
As Welcome Committee representatives on the Welcome Events Working Group (made up of UoNSU staff and SU elected Officers)  
- **Review** the 2017 Welcome Programme and subsequent *feedback/reports* received.  
- Receive and review reports and information from additional Welcome Committee (WP) working groups (Postgraduate, Off Campus, Welfare, International and Lead Mentor).  
- **Identify and agree** core considerations for the 2018 Welcome Programme.  
- Develop a *proposal* of content for the 2018 Welcome Programme.  

**Stage two — Implementation**  
- **Submit** events forms to the Events team for SU final agreement.  
- **Consult** with the Events team with regards to preferred suppliers/value for money in relation to providers or resources required for the events/activities.  
- **Liaise on a regular basis** with the events team to receive updates on progress of bookings/arrangements.  
- Identify logistics that need to be considered by the committee during the 2018 Welcome Programme and ensure plans are in place.  
- Liaise with the societies department in relation to the Welcome Fair.  
- Liaise with UoN Sports in relation to *Intramural Sports Day event*.  
- Provide **regular updates** to fellow committee members.  

**Stage three — Delivery**  
- Work within a *rota system for Welcome Committee* members to support the day to day running of the 2018 Welcome Programme.  
- Attendance at *some night-time events* to support mentors to monitor and manage student wellbeing.  
- Attendance at mentor training to share relevant information and build relationships with mentors.  
- **Manage allocated teams of mentors**, liaising regularly with the lead mentors to ensure systems and processes are being followed.  
- Being the **key point of contact** on the Committee for the mentor teams allocated to you, problem solving and troubleshooting with lead mentors to overcome any obstacles that are presented during the week. |
| **Skills, experience and qualities needed** | In order to properly carry out this role, it is vital that you have a mix of the following skills:  
- Excellent written and verbal communication skills  
- Previous experience of event planning and delivery  
- Experience of team working  
- Creative and innovative approach  
- Solid planning and organisational knowledge  
- Budget management and knowledge of financial planning |
| When | **Stage one** - From January 2018 there will be regular commitments including attending fortnightly Events Working Group meetings and attending training sessions, there will be at least two full training days during this time.  
March 2018 will involve taking part in the recruitment of new welcome mentors. This will require Committee members to be available to spend at least four hours involved in the process.  
**Stage two** – 23 April 2018 – 20 June 2018 (acknowledging that exams will take priority for Committee members particularly between 14 May 2018 and 2 June 2018) will involve various administration tasks and meetings to ensure that all planned activities and events related to the Welcome programme are arranged prior to the end of term.  
**Stage three** – Week commencing 10 September 2018 will involve final plans, meetings and briefings throughout the week. Week commencing 17 September 2018 will require the Committee to be available to be involved in the three-day training programme for mentors, International Welcome days and move-in days on a rota basis. Week commencing 24 September 2018 will be the delivery of the Welcome programme and you will share a rota of duties for that week. Week commencing 1 October 2018 there will be some tasks and follow up meetings to complete your role. |
|---|---|
| **Support offered** | You will be provided support directly from the Students’ Union Events Manager and team.  
There will also be support available from the Students’ Union Activities Officer and Sports Officer, alongside the Societies department and members of the Events Working group.  
Training will be provided specific to the coordinating Committee. |
| **What you could get out of it** | This is a great opportunity to gain experience and skills in a variety of areas including:  
• Teamwork skills  
• Resource control  
• Planning and organising  
• Political and interpersonal leadership  
• Events Planning  
There is also the opportunity to receive recognition in the Annual Student Volunteer Awards. |
| **What to do if you’re interested** | You will need to complete the Welcome Committee application form. If you have evidenced your suitability for the position you will then be invited to take part in an assessment centre-style interview process. |