JOB DESCRIPTION

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Membership and Events Coordinator (0.6 FTE)</th>
<th>Present Grade:</th>
<th>4</th>
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<tbody>
<tr>
<td>Department/College:</td>
<td>The Pentland Centre for Sustainability in Business</td>
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<td>Directly responsible to:</td>
<td>Centre Co-ordinator</td>
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<tr>
<td>Supervisory responsibility for:</td>
<td>N/A</td>
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Other contacts

Internal:
Director of the Pentland Centre, LUMS and LU Communications & Marketing teams, LUMS finance team, Lancaster University catering, conferences and hospitality, Lancaster University travel team, LUMS Reception, Pentland Centre members

External:
External speakers, external participants in Pentland Centre events, external accommodation and travel service providers, external venues.

Major Duties:

1. To organise and deliver a range of external and internal facing, and member-only, events on behalf of the Pentland Centre for Sustainability in Business.

2. To co-ordinate the administration of the events, ensuring they are safe and accessible, including:
   - Managing a budget for the programme of events
   - Booking rooms/refreshments/catering
   - Booking travel and accommodation for event speakers and participants
   - Carrying out risk assessments of venues
   - Managing invites, bookings and registration
   - Managing publicity and promotion for events in line with the Centre’s comms plan
   - Organising additional activities with third party providers, if relevant
   - Providing practical assistance at the events themselves including arranging furniture and transporting materials
   - To maintain records relevant to the events, to participate in evaluation of events, and planning for future events.

4. To administer the membership of the Pentland Centre, including recording member start/leave dates, handing communications around joining, and answering queries about membership

5. To manage internal communications between the Pentland Centre and its members

6. To work with the Centre Co-ordinator and Director to manage communications to recruit new members to the Centre.

7. To participate in the wider Pentland Centre team

8. Any other duties as may reasonably be required by the Centre Co-ordinator or Centre Director, consistent with the grade of the post.