

JOB DESCRIPTION
Employability & Events Coordinator (0.8 FTE)
LUMS Careers
Vacancy Ref: N2664

Job Title: Employability & Events Coordinator	Present Grade: 5
Department/College: LUMS Careers	
Directly responsible to: Undergraduate Careers Manager (LUMS)	
Supervisory responsibility for: Ad-Hoc Student Staff	
<p>Other contacts</p> <p>Internal: LUMS Careers, LUMS HODs, Lancaster University Academic Staff and Professional Service Staff, Student Societies, ISS, Student Union.</p> <p>External: Employers representatives from large corporations and SMEs in the UK and internationally, Professional Bodies, Other HEI Careers Services, Prospective students, External Speakers, AGCAS, ISE, NASES, Alumni, Graduates.</p>	
<p>Major Duties:</p> <ol style="list-style-type: none"> 1. To plan, organise, deliver and review an annual programme of in-curriculum and extra-curriculum events across LUMS Careers, delivered both in-person and online as required, including the coordination of employer presentations, careers fairs, networking events, employer-led workshops, panel activity, skills workshops, student visits to external events and employer interviews. 2. To deliver a first-class experience to employers interested in engaging with LUMS and Lancaster University, from initial enquiry through to managing bookings, invoicing, sending joining instructions, welcoming guests, briefing employers, delivery on the day, and post event review. 3. To act as a point of events and employability activity coordination for the LUMS Careers Team. Ensuring adequate diary management of employer activity, and updating colleagues via emails and team meetings. 4. To deal with incoming enquiries from employers and partners looking to participate in our existing events portfolio, or with suggestions for new bespoke activity via email, phone or in person. Ensuring prompt and high-quality responses through prioritisation, coordination and escalation. 5. To arrange events, by: checking timetables, booking rooms/catering/AV/transport, providing schedules and delegate lists, creating programmes, and producing name badges, etc. 6. To ensure that a programme of employability events and opportunities is effectively marketed to students and external stakeholders via social media campaigns, TARGETconnect, Microsoft Teams channels, Moodle, posters, flyers, departmental noticeboards, weekly student facing newsletters. 7. To support the delivery of the LUMS Careers administrative processes, including managing a shared mailbox and folders, updating the website, maintaining master documents and Microsoft Teams channels, analyzing data, maintaining accurate electronic records. 8. To regularly review the impact of events. Analysing data, producing reports and suggesting improvements. 	

9. To work in partnership with the LUMS Marketing team, on the design, organisation, and distribution of LUMS Careers specific marketing collateral.
10. To supervise small, ad-hoc teams of student ambassadors as required throughout the year.
11. To lead on LUMS Careers' effective liaison with student societies and groups, in support of employability related initiatives across the School.
12. To work with internal colleagues and stakeholders (including LUMS Reception, timetabling, porters, conferencing, security and others) to manage processes around event delivery for clients. Identify and overcome potential logistical issues which may arise.
13. To collaborate with employer engagement, business partnership and employability teams across Lancaster University, in support of cross-campus activity and events.
14. To attend and successfully complete training, as required. This includes information security, GDPR, marketing, equality and diversity, and student records.
15. To undertake any other duties as required, as appropriate to the grade of the position.