Project Manager – Events

Department	Research and Knowledge Exchange Services (www.strath.ac.uk/rkes/)		
Directorate	Research and Knowledge Exchange Services (www.strath.ac.uk/rkes/)		
Staff Category	Administrative and Professional	**Reference No**	416289
Reports To	KE Policy & Outreach Manager	**Grade:**	7
Salary Range:	£33309 - £40927	**Contract Type:**	Fixed Term (12 months)
FTE	1 (35 hours/week)	**Closing Date**	08/12/2021

Job Advert

The Engage with Strathclyde Programme

As part of our Vision 2025 strategy, the University of Strathclyde has a commitment to knowledge exchange (KE) and public engagement. The **Engage with Strathclyde** events programme has been running for 10 years and has successfully attracted external audiences to the University to contribute to our research and knowledge exchange priorities. With a focus on events with key knowledge exchange objectives, the programme encompasses all disciplines and faculties. The programme consists of a week of focussed events, highlighting the range of opportunities from the University, supported with a year-round programme in the key strategic research themes. Our KPIs to increase income from KE and industry research, and to develop key strategic relationships, are all enhanced via the **Engage with Strathclyde** events programme as it provides an opportunity for the University to showcase the best of our research and knowledge exchange opportunities for working with external partners. **Engage with Strathclyde** won the Times Higher Education (THE) Leadership and Management Award for KE Initiative in 2014. A key focus for Strathclyde is our ethos as the 'place of useful learning' and social inclusion, particularly in our local community which incorporates the Glasgow City Innovation District (GCID), and beyond.

The Role

This is an exciting role for someone with experience of managing and running events, both in person and online. Project management and communication skills are key to the success of this role. Leading a small team of adjunct staff to support the events programme, the postholder will ideally have some experience and an interest in working in higher education.

The candidate will be well-organised, with experience of events and project management, preferably in a higher education environment, or similar. Highly organised and experienced in events programming and managing, the candidate will be able to develop a project plan on an annual basis including budgeting and resources, promotion, and co-ordination with existing programmes. The postholder although based in RKES, will liaise with colleagues across all departments, including professional services. Events have clear KE objectives and can take place in person or online, and in the future hybrid events are likely, so experience of delivering events in this way is highly desirable.

The role is offered on a full-time basis (35 hours/ week). Hours may be worked on a flexible basis, usually with a combination of home and campus working, in line with the University's Agile Working Policy.

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Job Description

Brief Outline of Job:

Based within Research and Knowledge Exchange Services, the postholder will provide overall project management of the Engage with Strathclyde programme including the call for event proposals, through to the management and support of running the events, and post event evaluation.

The postholder will provide overall management and co-ordination of the Engage with Strathclyde events programme, working with key staff in the RKES directorate and across the university to deliver the events including academic staff, professional services staff in our venues (such as the Technology & Innovation Centre) and catering teams. For online events, working with our IS infrastructure team will be important.

The post is important to our commitment within our SFC Outcome agreement to develop our successful approach to open innovation and the creation of academic and industry clusters in key areas where business partners can collaborate with each other, create opportunities for innovative SME (small and medium enterprises) supply chain partners to co-invest within a university research centre or hub environment.
In addition, as mentioned above, the programme contributes to support KPIs in increasing KE and industry research income, as well as developing key strategic relationships.

Additionally, the post has an important support role to play in our increasing focus on the implementation of the UK's Industrial Strategy and the evolution of multi-disciplinary and inter-disciplinary opportunities under the auspices of UKRI.

Main Activities/Responsibilities:

1.	**Events Management** • Management of the Engage with Strathclyde programme of events including all organisational aspects from room bookings, catering and liaison with academic leads. The programme typically has around 60 events over a week or month. • Provide regular feedback, in consultation with key staff and other stakeholders to ensure the programmes are fit for purpose, and will contribute to the key aims of the University. • Oversee the financial management of individual projects including budgeting, resources distribution and reporting. • Management, co-ordination and monitoring of other events as required. • Using experience and knowledge to provide practical solutions to any problems which may arise.
2.	**Project Planning & Co-ordination** • Co-ordinating a small project team of staff from different departments who contribute to the Engage with Strathclyde programme. • Lead regular meetings with the project team to ensure good communications. • Develop annual plan for all events, and track and monitor progress of events and ensure all aspects of delivery. • Planning and scheduling events in overall programmes over 2-4 week periods. • Liaising with academics who will lead on the content and delivery of events to support events development from initial idea to logistical requirements on the day. • Liaising with support staff in other professional services departments in terms of location, catering services, demonstrations and displays, finance and IT.
3.	**Communication and Public Engagement** • Organise, in partnership with the Strategic Theme Support Officers and Academic Theme Coordinators, events and public engagement activities involving a variety of audiences including businesses and organisations as well as the public. This might coincide with existing events and strategic priorities. • Develop and implement a communication plan to promote and raise the profile of Engage with Strathclyde • Co-ordinate and manage a dynamic social media presence associated with the Engage with Strathclyde events and other events as appropriate. • Promote the call for event proposals, and manage the process of event selection, and co-ordination through to event delivery. • Promotion of events, in line with key stakeholders, as appropriate
4.	**Event Evaluation** • Regular reporting and monitoring to ensure events programmes will be delivered on time and within budget.

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- Creating event evaluation online surveys and questionnaires for both event holders, and attendees.
- Evaluation of events, reporting on registration and attendance numbers, as well as survey and analysis of responses from attendees.
- Creating data for contributing to reports and writing reports including events evaluation and analysis.

Person Specification

Educational and/or Professional Qualifications
(E=Essential, i.e. a candidate must meet all essential criteria to be considered for selection, D=Desirable)

E1 Relevant degree e.g. Marketing, Events, Communications or equivalent experience of these areas

Experience

E2 Proven track record in project management and organisation of a portfolio of events, or events programme, both in person and online. Experience of hybrid events is also highly desirable.

E3 Experience of a role involving regular engagement and communication with multiple stakeholders (both internal and external), where timeliness and clarity were particularly important

E4 Knowledge and understanding of event management practices including how best to provide support to enable events to take place successfully.

E5 Experience of project financial management

E6 Experience of using social media in a marketing context

D1 Understanding of Knowledge Exchange (KE) in universities including how the promotion of research and KE via events can help to achieve the KPIs for increasing KE and industry research income as well as developing key strategic relationships.

D2 Knowledge of Information Management Systems

D3 Experience of working in HE sector

Job Related Skills and Achievements

E7 Project management skills, with the ability to lead project team meetings and co-ordinate activity

E8 Excellent verbal and written communication skills with the ability to communicate across a number of levels using a variety of tools

E9 Good numerical skills with ability to prepare and analyse data and the ability to manage and monitor budgets

E10 Computer literate with a good working knowledge of MS Office systems (Excel, Word, PowerPoint, Project etc)

E11 Knowledge of event management systems either bespoke or Eventbrite or similar as well as knowledge of zoom, teams, etc

Personal Attributes

E12 Motivated, enthusiastic, and customer-focused with a desire to provide first-class service, and evidence of having done so

E13 Confident self-starter able to work on own initiative, taking ownership of tasks

E14 Highly organised, with the ability to plan own workload and deliver to deadlines

E15 Excellent interpersonal skills with the ability to build successful working relationships

E16 Good problem-solving skills, with the ability to use initiative to resolve issues

D4 Interest in university research

Application Procedure

Applicants are required to complete an application form including the name of three referees who will be contacted without further permission, unless you indicate that you would prefer otherwise. Applicants should also submit a Curriculum Vitae and a covering letter detailing the knowledge, skills and experience you think make you the right candidate for the job. Applicants should also complete the Equal Opportunities Monitoring Form.

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Other Information

Further information on the application process and working at Strathclyde can be found on our website (http://www.strath.ac.uk/hr/workforus).

Informal enquiries about the post can be made to Yvonne Kinnaird, KE Policy & Outreach Manager at yvonne.kinnaird@strath.ac.uk.

Conditions of Employment

Conditions of employment relating to the Administrative and Professional staff category can be found at: Conditions of Employment.

Rewards and Benefits

Our staff have access to a wide range of outstanding benefits that include financial rewards, family friendly and wellbeing benefits and career development opportunities, details of which can be found here.

Probation

Where applicable, the successful applicant will be required to serve a 9 month probationary period.

Pension

The successful applicant will be eligible to join the Universities' Superannuation Scheme. Further information regarding this scheme is available from Payroll and Pensions.

Relocation

Where applicable, the University offers a relocation package to support new employees who meet the eligibility criteria. The relocation package is offered as a contribution towards costs incurred, and is designed to be flexible, allowing staff to use the financial support available in the way that will be most helpful to them. Further details are outlined in the Relocation Policy.

Interviews

Formal interviews for this post will be held are scheduled to take place week commencing 20 December 2021.

Equality and Diversity

We value diversity and welcome applications from all sections of the community.

The University currently holds a Bronze Athena SWAN award, recognising our commitment to advancing gender equality in academia across all academic disciplines and professional and support functions.

University Values

The University's Values capture what we're all about: who we are, what we believe in and what we stand for. Our Values have been derived from how we act and how we expect to be treated as part of Strathclyde.