

# Events Organiser

Unit	Autism Network Scotland		
Faculty	Faculty of Humanities and Social Sciences ( <a href="http://www.strath.ac.uk/humanities/">www.strath.ac.uk/humanities/</a> )		
Staff Category	Administrative and Professional	Reference No	54785
Reports To	Management Team	Grade:	5
Salary Range:	£21,843 - £24,565 (Pro-rata)	Contract Type:	Fixed Term (Until 31/03/2017)
FTE:	0.5 (17.5 hours/week)	Closing Date	Sunday, 11 December 2016

## Job Advert

Autism Network Scotland is looking to appoint an Events Organiser to help us plan, promote and coordinate our events, workshops and conferences.

With an excellent track record in events planning, management, facilitation and co-ordination, you will be responsible for all administrative and operational aspects of event delivery to ensure that all delegates have a first class customer experience. Supporting, directing and supervising operational aspects of events, ensuring that all delegates have a first class customer experience.

You will also have responsibility for event evaluation and write up to monitor success and plan for future activity. Other duties will include website management, IT support for events and producing clear and concise promotional material to be shared at a range of events and seminars.

Autism Network Scotland is responsible for the implementation of the Scottish Government's Scottish Strategy for Autism. We work in partnership with the Scottish Government, Health and Social Care Partnerships and other key partners to improve services and outcomes for autistic people. The team provides a focal point for the improvement of experiences and services in Scotland. We also offer a range of knowledge exchange activities and events across the country, as well as in the University. We provide a range of face-to-face and virtual networks at national and local level, as well as offer advice and signposting for autistic people, their families and carers.

## Job Description

### Brief Outline of Job:

The Events Organiser will be responsible for the day to day planning and management of events activity in all of the University facilities, as well as other locations across the country. The job will focus on delivering a high level customer experience, involving planning, facilitating and co-ordinating events, seminars and conferences for ANS and partners at both a national and local level. You will be pivotal in producing clear and concise promotional information for events, seminars and conferences in conjunction with colleagues across ANS and external stakeholders.

### Main Activities/Responsibilities:

1.	Plan and co-ordinate events, seminars and conferences for ANS and partners
2.	Co-ordinate and facilitate planning groups comprising of ANS staff and external stakeholders
3.	Negotiate best value quotations with venues, exploring all possible cost reduction and income options

4.	Evaluate events and make recommendations for future activity, improvement of service and impact
5.	Identify a range of accessible venues for events, seminars and conferences
6.	Co-ordinate and support the recording of discussion, ideas and learning from events in conjunction with colleagues across ANS. This could involve supporting and coordinating the production of presentation videos and podcasts
7.	Work with colleagues across ANS to contribute to and maintain an extensive database of stakeholders
8.	Produce clear and concise promotional information for events, seminars and conferences in conjunction with colleagues across ANS and external stakeholders
10.	Ensure all practical supports are in place prior to event delivery and that event facilitators have all necessary information to ensure a first class customer experience.
11.	Other administrative duties for ANS as required.

## 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 A relevant qualification (HNC) plus appropriate work experience or significant relevant experience.

### Experience

E2 Experience of planning, coordinating and managing events

D1 Experience of organising and facilitating meetings including minutes and document control

E3 Experience of working with stakeholders to build strong working relationships that are of a high quality

D2 Experience of facilitating events in partnership with stakeholders

D3 Working knowledge and understanding of the importance of operational systems and procedures, such as those associated with health and safety.

### Job Related Skills and Achievements

E4 Excellent verbal and written communication skills

D4 Proven marketing and publicity skills

E5 Ability to plan and prioritise workload.

### Personal Attributes

E6 Excellent presentation skills in relation to meeting and greeting stakeholders and dealing with a wide range of delegates and guests.

E7 Evidence of having good attention to detail and being able to work proactively on your own initiative.

D5 Evidence of dealing with complaints or difficult customers in a calm and professional manner.

### Other Relevant Factors

E8 Flexibility in approach to the role in keeping with any customer-based job.

## Application Procedure

Applicants are required to complete an application form including the name of two referees who will be contacted before interview without further permission, unless you indicate that you would prefer otherwise. Applicants should also complete the Equal Opportunities Monitoring Form.

## 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 directed to Donald McLeod, Project Manager ([donald.w.macleod@strath.ac.uk](mailto:donald.w.macleod@strath.ac.uk)/0141 444 8148).

**Probation**

Where applicable, the successful applicant will be required to serve a 6 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 on Tuesday, 10 January 2017.

**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 women's careers in science, technology, engineering, maths and medicine (STEMM) employment in academia.



# Conditions of Employment

## Administrative and Professional Services Staff Grades 3 to 5

### 1. GENERAL CONDITIONS

Members of staff are subject to the Charter and Statutes and the Ordinances and Regulations of the University, published in the Calendar, and to any amendments or additions thereto approved by the University Court and, in the case of the Charter and Statutes, the Privy Council. Staff are also expected to familiarise themselves with, and adhere to, general University policies and procedures, as published on University web pages.

The University Court recognises UNISON as the sole body with which it will negotiate and consult on all collective issues concerned with the terms and conditions of employment of Administrative and Professional Services staff in Grades 3 to 5. Such terms and conditions may be varied by the University Court after negotiation and consultation with UNISON.

Each member of staff is responsible for the proper performance of allocated duties to the person or persons specified in the member of staff's letter of appointment and any accompanying papers. Members of staff may not accept outside paid work including personal consultancies without the permission of the University, which will not be unreasonably withheld.

The University is committed to ensuring that its business is conducted in an open and transparent manner and will take all appropriate steps to address risks of bribery or corruption. Members of staff are required at all times to act honestly and with integrity and to safeguard the resources for which they are responsible. The University has in place a robust Public Interest Disclosure (Whistleblowing) Policy to enable concerns to be brought to its attention. This is available at [www.strath.ac.uk/publicinterestdisclosure](http://www.strath.ac.uk/publicinterestdisclosure). Other relevant policies, e.g. Fraud Prevention and Conflicts of Interests, can also be found on the University's website.

Any member of staff may at any time be exposed to commercially sensitive information, information related to potentially valuable intellectual property or information which may otherwise be of a confidential nature. This information, which could be found anywhere in the University, may be written or disclosed orally, can include information of a commercial or technical nature, and may be owned by the University or by third parties. The University requires all employees to keep any such information confidential in the first instance and not disclose, publish or otherwise disseminate it without prior consent of the University. Such confidentiality obligations are commonplace and in the commercial interests of the University. When in doubt advice should always be sought from Research and Knowledge Exchange Services prior to disclosure.

The University operates probationary periods for new staff, the duration of which will be specified in individual letters of appointment. The normal probation period for posts in this staff category is 6 months. Further guidance on probationary procedures is published at <http://www.strath.ac.uk/staff/policies/hr/>.

Further information on the terms and conditions specified in this document and other staffing policies and procedures can also be found at [www.strath.ac.uk/hr](http://www.strath.ac.uk/hr).

### 2. SALARY

Appointments are made at an appropriate salary point on the University's grading structure, with initial placing determined according to qualifications and experience. Increments are paid to staff on 1 August each year, when the employee has a minimum of 6 full months of service, allowing progression to the next point on the salary scale until the top guaranteed point of the scale is reached.

Salaries are paid directly to staff members nominated bank account, normally on the second last working day of the month.

### 3. HOURS OF WORK

The normal working week is 35 hours. Unless otherwise indicated in an individual's letter of appointment, the normal hours are 9.00am to 5.00pm Monday to Friday with a one hour lunch break. Certain members of staff may be required to work some hours outwith this normal pattern and this should be agreed locally.

### 4. HOLIDAYS

Annual leave entitlement is 27 days per year to be taken by agreement with the line manager. For staff members working on a part-time basis, annual leave entitlement will be calculated on a pro-rata basis.

In addition to annual leave there is an entitlement to eleven public holidays per year which should be taken on days that the University is closed for this purpose. The University presently closes for four additional days over the Christmas and New Year period. **These additional days count against the annual leave entitlement.**

For staff members working on a part-time basis, public holiday entitlement will be calculated on a pro-rata basis.

Annual leave and public holiday entitlements should be taken in the leave year to which they relate. Up to five days leave can be carried forward into the new leave year subject to line management agreement. In exceptional circumstances, Heads of Department/School/equivalent may approve carry forward of accrued annual leave in excess of five days.

The University's expectation is that staff take all accrued holidays prior to their termination date. If staff have exceeded their entitlement the University will deduct an equivalent number of days pay from final salary payments.

### 5. SICKNESS ABSENCE

During any period of absence through illness or injury provided the appropriate notification and certification procedures have been followed the University will pay a member of staff (having taken account of the aggregate of all periods of absence due to illness during the twelve months immediately preceding the first day of the current absence) as follows:

Period of Continuous Employment at start of absence from work	Full Pay	Half Pay
Less than 1 year	1 month	1 month
1 year but less than 2 years	2 months	2 months
2 years but less than 3 years	4 months	4 months
3 years but less than 5 years	5 months	5 months
5 years or more	6 months	6 months

In order to manage the University's sick pay scheme the University requires to maintain sickness absence records on individual members of staff. When making payments after the expiry of statutory sick pay the University will deduct an amount equivalent to any benefit normally payable by the Department of Work and Pensions. For full details on the

general University policy in this area please refer to the Sickness Absence Management Policy [at www.strath.ac.uk/staff/policies/hr](http://www.strath.ac.uk/staff/policies/hr).

month's notice in writing. The University is not obliged to continue a fixed term appointment beyond the specified employment period.

## **6. PENSIONS**

New members of staff, aged under 75, will be admitted automatically to membership of the Universities Superannuation Scheme (USS) on taking up appointment. If you are already in receipt of a USS pension you will join USS in accordance with pension auto-enrolment regulations. USS requires a contribution from the member, currently 8 per cent of pensionable salary. A contribution, currently 18 per cent of pensionable salary, is paid by the University. From 1 April 2016 all members are part of the career revalued benefits scheme called the USS Retirement Income Builder. The exception to automatic membership of the pension scheme applies if your post is located out with the UK in an EU member state. If this is the case membership of USS is not available to you.

Revised April 2016

New members of staff may opt out of USS within three months of taking up appointment and will then be treated as if they had never been a member of the scheme. After three months members of staff who wish to withdraw from USS during their employment will be required to give a minimum of 28 days' notice in writing to the University. Any member of staff who wishes to opt out should contact the Pensions Section, Finance, in the first instance ([pensions@strath.ac.uk](mailto:pensions@strath.ac.uk)). Please note that if you are a member of Pensions Plus and withdraw from USS with less than two years of membership, or cease employment with the University and have less than two years of USS membership, the option of a refund of pension contributions will not be available to you. Instead, USS must provide you with a pension benefit that is payable from your retirement date.

The University reserves the right to alter or withdraw Pensions Plus as it sees fit or as required to comply with legislative changes. Withdrawal or amendment of Pensions Plus will not affect your membership of USS. If you do not wish to participate in Pensions Plus but wish to remain in the pension scheme please contact the Pensions Team who will provide you with a non-participation form.

Information regarding pension scheme membership can be found on the Pensions pages of the University's website. Full information regarding USS can be found on the USS website – [www.uss.co.uk](http://www.uss.co.uk)

## **7. PLACE OF WORK AND RESIDENCE**

Members of staff will be based on the John Anderson Campus, unless otherwise stated in the letter of appointment. The Department/School in which the post is initially placed will be specified in the letter of appointment although there will be an expectation to work at such other places as required in the course of employment.

If the need arises for members of staff to work outside the UK for a period (or periods) of more than one month then such arrangements will be subject to mutual agreement. Members of staff would then be provided with a statement in advance setting out the terms covering such periods of employment.

The University does not normally place specific restrictions upon the place of residence of members of staff. All staff are, however, expected to reside in a location which is compatible with the satisfactory fulfilment of all the duties associated with their appointment.

## **8. DISCIPLINARY AND GRIEVANCE PROCEDURES**

Further information on the University's disciplinary and grievance procedure can also be found at [www.strath.ac.uk/policies/hr](http://www.strath.ac.uk/policies/hr) or on request from Human Resources.

## **9. NOTICE AND TERMINATION**

The employment of a member of staff is terminable by at least one month's notice, in writing, on either side, except during the probationary period when the notice period is one week. If notice is being given by a member of staff earlier release may be granted if this can be arranged without detriment to the work of the department or area. If the appointment is for a fixed term period it will expire at the end of the period without the necessity for notice. Fixed term contracts may be terminated by either party short of the expiry date by the serving of one