

## **Role Profile**

<b>Role title:</b>	Senior Student Events Coordinator (Maternity Cover)
<b>Salary:</b>	£27,013 - £30,237
<b>Full/Part Time:</b>	Full-Time
<b>Contract term:</b>	Fixed-Term until March 2027
<b>Accountable to:</b>	Director of Marketing & Development
<b>Accountable for:</b>	International Society Socials & Trips Coordinator
<b>Hours:</b>	35 Hours per Week
<b>Location:</b>	Usually located at the main Students' Union Building with an option to work some hours remotely
<b>Eligibility:</b>	Open to applicants with relevant skills and experience who are eligible to work in the UK
<b>Benefits:</b>	We offer a great range of benefits. You can see them <a href="#">here</a> .

## **Our Organisation**

We are Manchester Students' Union, the biggest SU in the country, supporting over 40,000 students throughout their time at university. We help to make student life the best it can be by supporting students to campaign for change, creating opportunities to meet new people, providing employment opportunities, providing advice and support and being a safe place on campus.

We are a values-centred organisation that employs around 90 permanent, full-time members of staff. We recruit a wide range of roles throughout the year within all our departments from our Commercial team operating Manchester Academy Venues, 13 Media, Bar 532 & Kitchen and Corridor Coffee to our Student Activities, Student Engagement, Marketing and Communications, Finance, HR and Facilities teams. Our team of around 400 part-time, studying staff are instrumental in providing support to all departments as well as leading major projects like Student Angels. When you join UMSU, you'll be immersed in an environment that empowers staff to make great things happen and we're always on the lookout for innovative, passionate, and proactive people to join us.

Our staff team is led by our senior leadership team who are instrumental in driving our strategy at UMSU. It's made up of our CEO, COO, 3 Directors and 2 Associate Directors. We are governed by our trustees and Exec Officers, you can find out more about that [here](#). All our permanent, full-time roles are graded (Grade A-E) which means that there is a clear path to your development and progression whilst at UMSU.

## **Our Organisational Values**

Our values are really important to us and shape the work that we do every day. As part of our recruitment process, we want you to demonstrate how your experiences, behaviours and skills align with our values.

Our values are

- We put students at the heart of what we do

- We provide a ‘great experience’ service
- We believe in improvement and progression
- We are a community
- We are open and transparent
- We are inclusive

You can find more detailed explanations of our values on [our website](#).

### **Role Overview**

This role sits at the centre of how we deliver a vibrant, inclusive and financially sustainable events offer for students. As Senior Student Events Coordinator, you will lead the planning and delivery of a wide range of student-facing events. From major moments like Welcome and Refreshers to cultural festivals, community events, social activities and key annual events such as SU Awards and Reclaim the Night.

A core part of the role is ensuring that our events programme strikes the right balance between income-generating activity, cost-neutral delivery and subsidised events that widen participation. Some events will be designed to bring in income, others will be planned to break even, and some will be intentionally supported by the Students’ Union to remain accessible. You will approach each event with a practical understanding of cost, value and impact, making decisions that support both student experience and financial responsibility.

You will work collaboratively across the organisation and external partners to ensure events run smoothly, are well-promoted and reflect the interests and needs of Manchester’s diverse student community. You will also line manage the Coordinator responsible for the International Society Trips & Socials programme, supporting a calendar of trips and activities that help international students explore the UK and feel connected to the SU.

This is a hands-on role where you will bring strong organisation, good judgement and an eye for detail. You’ll support others, solve problems and help shape the atmosphere and energy of the SU’s events throughout the year.

Because many of our events take place outside standard hours, the role includes scheduled evening and weekend working.

This role aligns closely with our organisational values of putting students at the heart of what we do, providing a great experience, working inclusively and continually improving our work.

### **Key Result Areas**

<b>Responsible for</b>	<b>Contributor to</b>
Delivering a varied, inclusive and well-planned programme of student events that strengthens belonging, builds community and reflects the needs and interests of Manchester’s diverse student body.	Supporting student groups, campaigns and cultural societies to plan and deliver safe, well-managed and financially responsible events, offering clear advice, guidance and operational support.
Project managing major annual SU events including Welcome, Refreshers, SU Awards and Reclaim the Night ensuring they are delivered safely, on time, on budget and to a high standard.	Strengthening the SU’s student-led and community-led programming by working closely with Marketing, Design and Insight to ensure events are effectively promoted, targeted and informed by student insight.

Ensuring events are financially sustainable by costing activities accurately, planning within agreed budgets, and making informed decisions about when events should run at cost, generate income or require subsidy to maximise engagement.	Improving the Welcome, Induction and Transition experience through well-planned, costed and insight-driven events that help students feel connected from their earliest days at university.
Line managing the International Society Trips & Socials Coordinator, ensuring the programme is safe, financially viable, well-promoted and integrated into the wider student experience.	Enhancing operational processes and systems to reduce friction, improve efficiency and enable smoother delivery across the student events portfolio.
Building productive relationships with external partners, suppliers and facilitators to develop an events offer that is high-quality, diverse, culturally relevant and good value for money.	Contributing to cross-department discussions about future events strategy, including opportunities for collaborative events, income generation, partnerships and improvements in financial sustainability.
Collecting, analysing and reporting event data and feedback to evaluate engagement, financial performance and impact, using insight to influence future planning and continuous improvement.	Developing and supporting student staff to deliver consistent, safe and welcoming event support across the year.

#### **Organisational Stewardship & Leadership Responsibilities**

- You'll contribute to team planning days and delivery of team goals and objectives
- You'll be able to conduct risk assessments for area of work and have a good knowledge of risk mitigating activities for day to day activities
- You'll perform role in line with Union financial framework ensuring all financial paperwork is passed to the finance team, contributing to budgeting and forecasting for aspects of the departmental budget
- You'll hold expert knowledge of policy and procedure as it relates to the role being delivered and is able to independently apply the framework for the majority of day to day matters

#### **Person Specification**

Criteria	Assessed at:			
	Application Form	Interview	Interview Task	All
<b>Education</b>				
We accept candidates from any educational background.				
<b>Skills</b>				
Event planning & delivery – able to plan, coordinate and deliver events end-to-end				✓
Project coordination – able to manage multiple priorities and deadlines	✓	✓		

Communication – clear, confident and professional with students, staff and partners				✓
Relationship building – able to form positive working relationships			✓	
Financial awareness – able to work within budgets and make cost-conscious decisions			✓	✓
Risk management – able to identify risks and support safe delivery			✓	✓
Line management / supervision – able to support and guide direct reports			✓	
Problem-solving – able to respond calmly and effectively when issues arise	✓	✓		
Attention to detail – accuracy in planning, documentation and logistics	✓	✓		
Flexibility & adaptability – able to adapt plans, adjust to changing circumstances, and remain responsive in a dynamic events environment.		✓		
<b>Personal Attributes</b>				
Enjoys working directly with students and supporting their ideas		✓		
Calm, reliable and professional during busy or high-pressure periods		✓		
Positive, proactive and solutions-focused		✓		
Inclusive and welcoming in approach		✓		
Comfortable taking initiative and working independently		✓		
<b>Values &amp; Behaviours</b>				
Align with the SU's values and behaviours both personally and professionally				✓
Insight driven – always looking for ways to collect data from a range of sources to measure the impact of your work on the student community or to inform your work		✓		

Collaborative – great at working collaboratively with team members, seeks ways to ensure all voices are heard, works with colleagues to problem solve		✓		
Active Bystander – continually seeks to dismantle barriers, ensures all working practises are accessible, seeks to ensure all voices are heard and factored in when making decisions		✓		

## Training & Development

We don't expect you to meet every single requirement listed above. When you join us, you'll be part of a supportive team where learning is encouraged and built into everyday work.

### On-the-job learning

Most training will happen as part of your day-to-day work, with support from colleagues and your manager. You'll develop your skills through hands-on delivery and collaboration across teams.

You'll gain experience in areas such as:

- Planning and delivering student events of different scales
- Budgeting, costing and managing events using income-generating, cost-neutral and subsidised models
- Working with external partners, suppliers and facilitators
- Event risk assessment, operational planning and on-the-day management
- Line managing and supporting the development of a Coordinator role
- Using feedback and insight to evaluate events and improve future delivery

### Independent and formal learning

We recognise that people learn in different ways and encourage staff to take ownership of their development. This may include:

- Access to guides, resources and e-learning
- Internal staff development sessions and workshops
- Opportunities to attend relevant external training or networking events where appropriate

### Role-specific qualifications or development opportunities

Depending on experience and role requirements, there may be opportunities to complete training such as:

- Event safety and risk assessment training
- Safeguarding and inclusion training
- First aid or health & safety qualifications
- Management or leadership development opportunities

## **Working Arrangements**

The Senior Student Events Coordinator sits within the Marketing & Development Directorate and is usually based in the Students' Union main building, working closely with colleagues across the entire organisation.

### **Flexibility / Remote Working**

This is a hybrid role, with flexibility to work remotely for some tasks. However, due to the nature of event planning, delivery and on-the-day management, the majority of the role is expected to be carried out in person. You'll regularly work on site in the Students' Union building to collaborate with colleagues, meet with students and partners, and deliver events.

Remote working may be appropriate for some planning or administrative tasks, but the role is primarily campus-based.

### **Hours / Patterns of Work**

This is a full-time role working 35 hours per week. Core working hours are typically office-based. Because many of our events take place outside standard hours, the role includes scheduled evening and weekend working as part of the events calendar.

### **Our Recruitment Process**

The way that we recruit is designed to be fair, transparent, and inclusive as well as being an enjoyable experience for everyone involved. You should expect to receive great communication and a warm, welcoming experience.

Every member of staff is recruited the same way, by submitting an application form and attending an interview. We use a recruitment platform called StaffSavvy where you'll submit your application and book interviews, if successful.

Our process allows you to show us your authentic self, gives you a platform to display your skills and knowledge in relaxed and welcoming setting. We'll never put you under any necessary pressure on you, ask you trick questions or interrogate you in an interview and we'll support you all the way through our process.

You can find more information about our recruitment process on [our website](#).