

Careers at UCLB

Events Manager Candidate Information Pack



Introduction to UCL Business



Anne Lane, CEO

I am delighted that you're interested in working at UCL Business Ltd (UCLB). As CEO, I am proud to work alongside such a talented, dedicated and diverse team, who are supporting the commercialisation of technologies that make a positive societal change.

UCL, as one of the leading universities in the UK for teaching and research, recognises the need to translate its exceptional research into commercial development for positive social and economic benefit.

UCLB is recognised as a leading technology commercialisation company within the UK, and has an impressive and successful track record of creating licences and spinouts based on UCL's intellectual property for almost 30 years. We are unique within the UK by being an independent, financially self-sufficient company with a strong history of making significant profits for UCL.

The company relies on its experienced staff and we strive to create the maximum number of opportunities for technology growth. Despite the challenges of COVID-19, UCLB has continued to experience exceptional success, raising £1.7 billion of external investment in the last three years, and supporting the creation of 6 new spinouts in 2021.

We encourage an environment of enthusiastic involvement and entrepreneurship and we aim to attract people who are talented, motivated and interested in working here, where they can make a useful contribution – both as individuals and as part of the UCLB team.

We want everyone to be able to achieve their best work and for this to be an open, happy and productive environment so that the company can truly succeed.

Introduction to Operations at UCLB



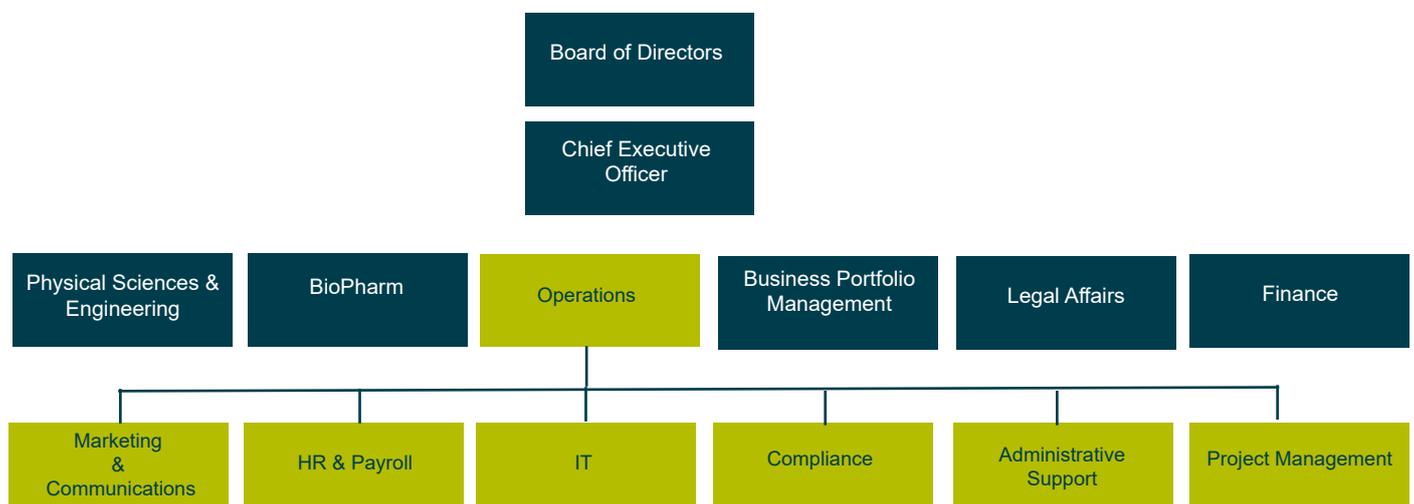
Louise Hammond, Director of Operations

As Director of Operations, I am responsible for developing and implementing organisational strategies, policies and practices to maintain optimum efficiency. The team is an integral part of the business and comprises 15 people, spread across six teams:

Marketing & Communications, Project Management, HR & Payroll, Information Technology (IT), Compliance, and Administrative Support (including estates planning and Health & Safety).

Working within the Operations Team is varied, diverse and enjoyable, and there is always room for growth and development personally and professionally. We communicate and collaborate with many people across UCLB and UCL, as well as with external organisations and media outlets. We regularly meet for catch-ups where we discuss things outside the remit of work (like coping whilst we have been working from home), which is really important for creating a friendly, successful and supportive working environment.

The Operations Team is exciting and interesting, with no two days the same. The range of talent is diverse as is the remit of each person's role as we all work together to get the job done. We look forward to welcoming a new member to our team!



Events Manager

About the opportunity:

We will be celebrating UCLB's 30th anniversary in 2023 and have an exciting opportunity for an Events Manager to join us to coordinate a varied calendar of events planned throughout the year and beyond.

Working with the Marketing and Communications Team the post holder will be pro-active, confident, professional, and able to apply logical thinking to their duties to ensure the smooth organisation and running of events, both online and in person.

We are seeking an individual who has proven experience and knowledge of working within a diverse team, has a solid work ethic, excellent communication skills, and the ability to manage multiple projects simultaneously. The role will provide an opportunity to work on commercially significant innovations from a top university with a friendly and collaborative team.

What you need to have:

- Qualification or proven experience in marketing, events or hospitality.
- A meticulous eye for detail.
- A hands-on, proactive attitude.
- Excellent organisational, administrative and communication skills.
- Ability to work collaboratively.
- Social media savvy.
- Knowledge of hosting events online.
- Experience of handling a challenging role with confidence, demonstrating initiative, self-motivation and attention to detail, whilst applying logical thinking.

UCL Business is an equal opportunities employer.

What we offer



Salary

The salary range is £40,000 to £45,000 depending on qualifications and experience. We operate a performance related pay (PRP) scheme under which employees can achieve up to a further 10% of gross annual salary based on agreed targets, both personal and company based.



Hours of Work and Flexible Working

The normal hours of work are 35 hours per week. Hybrid working applies to this role, we offer you the flexibility to choose where you work with a minimum of two days per week in the office.



Holidays

We have a generous annual leave entitlement of 25 days a year plus public holidays and a further 6 days leave spread over Christmas and Easter. You can also buy up to an additional 5 days holiday each year.



Learning and Development

We support continual personal and professional development by supporting in-house and external training and covering the cost of professional subscriptions and memberships.



Health and Wellbeing

Your wellbeing is important to us. We have Wellbeing Champions, a confidential employee assistance programme, cycle and season ticket loans, fruit in the office, discounted gym memberships and we will pay for the cost of your eye test. In addition, you are able to access voluntary healthcare schemes offered by UCL.



Pension

We operate two defined benefit pension schemes - SAUL for new employees and USS for any employee joining within one month of leaving the USS scheme.



Other Benefits

Access to discounts, employee savings scheme, enhanced parental leave pay, summer and Christmas events along with regular social activities.



Job Description

Job Purpose:

Reporting to the Head of Marketing, the post holder will be key to supporting the delivery of the marketing plan, taking ownership of organising and delivering all internal/external events for UCLB, including within UCL departments.

In addition, the Events Manager will build relationships with UCL departmental administrators and the UCL events team to ensure UCLB is represented at UCL events.

Duties and Responsibilities:

Events:

- Have a passion for events and is enthusiastic, proactive and uses initiative.
- Manage and own the end-to-end delivery of all events at UCLB, delivering on time and within budget.
- Undertake administrative tasks involved in all aspects of event organisation, including sourcing venues, organising logistics for transporting event materials, catering, creating, and managing invitations, response tracking, badge and pack creation, attendance and success analysis.
- Ability to be flexible by adapting quickly to changing priorities with strong problem-solving skills.
- Work directly with the Head of Marketing and Senior Leadership Team to produce a comprehensive, strategy led programme of events/events calendar.
- Ensure events are well attended, have a clear message, and targeted to suit specific audiences.
- Meticulous attention to detail.
- Produce, project manage and deliver events and activities to an exceptionally high standard.
- Manage conversations and relationships with external partners and suppliers to ensure project deliverables are met.
- Manage event budgets and affectively monitor and report finance updates to Head of Marketing.

- Utilise strong leadership skills to develop event and project proposals to ensure they reflect UCLB's mission.
- Ensure the Head of Marketing receives regular updates regarding all planned activity and act upon feedback where appropriate.
- Ensure the smooth running of each event (including rehearsals) - make sure there is adequate staff in place and they are fully briefed.
- Develop briefing documents for delegates, UCLB staff and speakers.
- Bring creative ideas to brainstorming sessions.

Marketing:

- Assist the Head of Marketing with all event communication, through clear verbal and written correspondence with speakers, staff guests and service providers.
- Attend meetings as required being proactive with ideas and suggestions.
- Work with the Marketing and Communications Team to produce marketing event collateral.
- Provide general and administrative support to the Marketing and Communications Team as needed.
- Provide event support to all staff within UCLB to raise awareness of our services internally and externally to UCL.
- Assist with UCLB's social media channels and website updates as required.
- As a key member of the Marketing and Communications Team, this role will be involved in delivering the marketing plan for UCLB, which is developed annually.

Person Specification

Essential criteria:

- Experienced Events Manager with a proven track record in delivering a variety of successful events.
- Ability to work under pressure calmly and effectively, and to tight deadlines.
- Excellent project management skills.
- A proactive self-starter who takes initiative by being able to identify problems and problem solve by researching and evaluating solutions creatively and innovatively.
- Exceptionally good networker with the ability to forge connections and partnerships to drive event attendance.
- Possess strong financial acumen with budget tracking and reporting experience.
- Excellent verbal and written communication skills.
- Strategic thinker, with the ability to prioritise.
- Excellent presentation and research skills.
- Highly effective negotiating skills.
- Strong organisational skills, being able to manage multiple projects at the same time.
- Extremely comfortable in a fast pace environment.
- Personable, with the ability to influence and gain the trust and respect of people at all levels quickly.
- Excellent ability to build strong working relationships across a diverse range of functions.
- Able to attend events as required which includes some evenings.
- Confident decision-making, thought leadership and a focus on finding solutions and achieving results by taking accountability and ownership of decisions made.
- GCSE (or equivalent) at grades A-C including English and Maths.

Desirable criteria:

- Suitable professional qualifications in marketing, events and hospitality, or equivalent experience.
- Experience of working in a demanding environment, either academia or industry. Demonstrating the ability to command the confidence of all those reliant on the effective delivery.

- Experience of managing corporate social media channels and website management.
- Excellent IT skills (Microsoft Word, Excel, PowerPoint, Web searching).
- WordPress, VISME, Adobe InDesign and Adobe Photoshop skills.
- A flexible approach to tasks, travel and hours of work.

How to apply

If you would like to apply for the role, please visit the following link: [Events Manager](#)

Applicants will be shortlisted based on the extent to which they meet the competencies required for the role via their application.

In your application statement you will be expected to succinctly explain how you meet the criteria for this role, giving examples that clearly demonstrate your skills, knowledge and experience. In addition, you will be asked to provide details of events you have organised including, type and contents of events and approximate number of attendees.

If you have any questions regarding the application process, please email Nadiya Ahmed at jobs@uclb.com.

The closing date for applications is 22 January 2023.

Please note we will disregard any applications which do not contain a completed statement and CV. You are advised to submit your application as soon as possible as we reserve the right to close the advertisement once we have received sufficient applications.

Only shortlisted candidates selected for interview will be contacted on or before 1 February 2023.