

Job title	Events Assistant
Grade	Grade 4
Salary range	£21,843 - £25,298
Staff Group	Assistant
Department / Institution	The Sainsbury Laboratory

## Role-specific information

### Role Summary

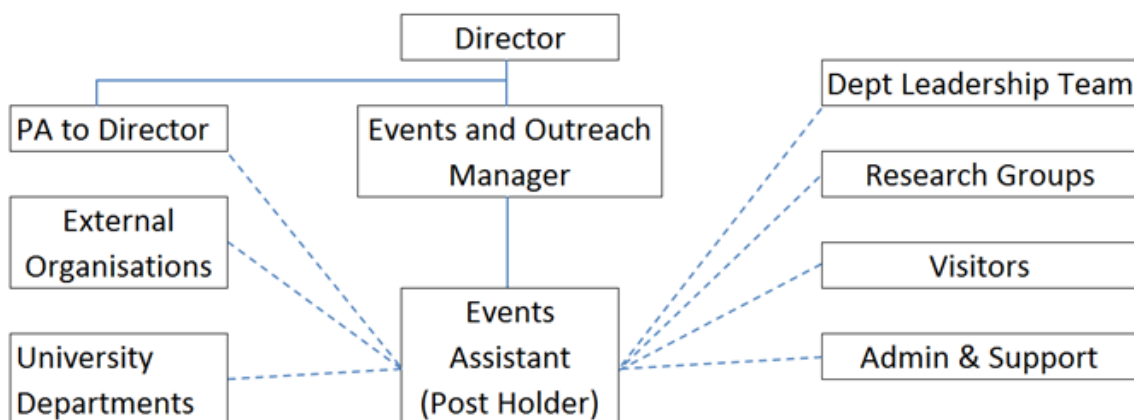
This administrative role supports the Events and Outreach Manager and arranges the day to day tasks necessary to support a diversified programme of seminars, symposia, workshops, visits, outreach activities and staff or other events, including high profile donor events and occasional evening and week-end occurrences.

The role holder is responsible for publishing an internal weekly newsletter and assisting with the Institute AV systems. S/he produces events material for a wide range of occasions and customers.

The role holder is responsible for organising the logistics for visiting academics, interview candidates and other guests and assist in the production of publicity material - either traditional print or via e-communications and events props for a wide range a customers.

The role holder will be working with staff across the Institute, alongside other University departments, external organisations and suppliers.

### Organisation Chart



# Key Responsibilities

1. Events Planning	50%
<ul style="list-style-type: none"> <li>• Responsible for overall parameters of events, providing a detailed analysis of options available and planning accordingly.</li> <li>• Responsible for the organisation, development and successful delivery of the events, including: creating and coordinating all aspects of the events, maintaining participant lists, issuing invitations, collating responses, contacting guest speakers, recording information on a database and writing event material.</li> <li>• Liaise extensively with external organisations about the series of events.</li> <li>• Prepare and arrange the printing of name badges and itineraries, compile delegate packs.</li> <li>• Prepare documents of confirmation, instructions and maps, requiring complex mail-merges depending on booking status.</li> <li>• Liaise and negotiate with invited speakers and arrange logistics, for example travel, accommodation, professional meetings with academics etc.</li> <li>• Send out information about the event to both attendees and other speakers, including researching background details such as travel and access to venues, disabled access and the technical needs of speakers.</li> <li>• Assist in managing the AV system and auditing equipment used for meetings. This may include downloading and processing recordings of talks, checking AV equipment on a regular basis (e.g. checking that microphones have batteries) and ensuring auditorium laptops are working.</li> <li>• Liaise with guests regarding queries and special requirements.</li> <li>• Liaise with external venues and suppliers and act as the main point of contact for event bookings, ensuring all details are correctly logged and programmes are updated accordingly.</li> <li>• Generate, proof-read and distribute publicity materials both online and on paper.</li> <li>• Maintain budgets, ensure payments are processed (where applicable) by providing information to the Accounts Team for invoicing.</li> <li>• Acknowledge, without delay, queries, complaints or suggestions with reference to events and provide answers and information directly when possible. If not possible, re-direct to Events and Outreach Manager.</li> <li>• Manage registration process before and on the day of the event.</li> <li>• Attend events and take specific responsibilities for aspects of the management and smooth running.</li> <li>• Awareness of health &amp; safety and security and action, to minimise risk to staff and visitors.</li> <li>• Keep relevant persons informed of progress and of potential issues surrounding each event.</li> <li>• Anticipate and resolve operations difficulties.</li> <li>• Respond coherently and fluently to questions from attendees during events.</li> <li>• Take responsibility for the running of the Events Office in the absence of the Events and Outreach Manager.</li> </ul>	

<b>2. Visitor Logistics</b>	<b>20%</b>
<ul style="list-style-type: none"> <li>• Book accommodation and taxis for visitors as necessary.</li> <li>• Liaise with visitors regarding their travel schedule and provide itinerary for the whole visit.</li> <li>• Arrange additional meetings for visitors with other staff within the University, as and when required.</li> <li>• Prepare expense claims for payment to visitors.</li> </ul>	
<b>3. Outreach Support</b>	<b>15%</b>
<ul style="list-style-type: none"> <li>• Assist in the production of a growing range of outreach activities and events.</li> <li>• Liaise with schools, the Public Engagement Office and other organisations on attendance lists, risk assessments and insurance matters.</li> <li>• Assist in the setting up of outreach activities in the Lab and on other sites as needed.</li> <li>• Make practical arrangements as necessary; compile learning materials, photocopy course packs, source and collect supplies, plants, lab equipment and safety clothing as required, such as safety goggles and gloves.</li> <li>• Generate worksheets, signage, posters, hand-outs, registrations and evaluation forms.</li> </ul>	
<b>4. Event and Outreach Analysis</b>	<b>5%</b>
<ul style="list-style-type: none"> <li>• Record particular event information on the computer system and help write any copy as required, with guidance from the Events and Outreach Manager.</li> <li>• Provide reports to the Events and Outreach Manager on the responses/profiles of attendees to a particular event.</li> <li>• Ensure the computer system is correctly updated following events to list all those who attended and any specific feedback points, informing colleagues of any relevant points of interest.</li> <li>• Ensure data is managed in line with Data Protection regulations.</li> </ul>	
<b>5. General Administration and Communications</b>	<b>5%</b>
<ul style="list-style-type: none"> <li>• Provide general assistance if required, to the wider teams.</li> <li>• Produce and distribute the weekly internal bulletin to update staff on upcoming events and visitors.</li> <li>• Update the SLCU website and intranet with Outreach, events and visitor information.</li> </ul>	
<b>6. Other</b>	<b>5%</b>
<ul style="list-style-type: none"> <li>• Use CUFSS to make purchases relating to the work of the events team.</li> <li>• Provide administrative assistance on an ad hoc basis, as required by the Events and Outreach Manager or the Institute Administrator.</li> </ul>	

## Person Profile

This section details the knowledge, skills and experience we require for the role.

<b>Education &amp; qualifications</b>	The holder should be educated to A level or equivalent and have some office experience, particularly in an admin, events, customer service or public relations environment.
<b>Specialist knowledge &amp; skills</b>	Excellent IT skills, proficient with Microsoft Office software (Word, Excel, Outlook) with the ability to learn new packages.  Experience in SharePoint and CUFS would be advantageous.
<b>Interpersonal &amp; communication skills</b>	Excellent organisational skills and interpersonal skills are required. Tact, enthusiasm, politeness, discretion, patience and initiative are paramount, as well as the ability to work as part of a team. Good communication skills are also required, both written and oral.  The post-holder must have the confidence to interact with a wide range of individuals and other senior members of the University involved in delivering the Events programme.  The ability to work to tight deadlines working in a busy, demanding environment and with the maximum possible accuracy is very important.
<b>Relevant experience</b>	Experience in a busy administrative role. High standards of literacy are necessary, along with some knowledge of the University or other Higher Education institutions.  Experience in Outreach activities would also be advantageous.
<b>Additional requirements</b>	Enthusiasm for organising events with an interest in and ability to provide information to others.  Awareness of health and safety issues and willingness to ensure that adequate precautions are taken to minimise risk.

## Terms and Conditions

<b>Location</b>	The Sainsbury Laboratory, Cambridge
<b>Working pattern</b>	Full time
<b>Hours of work</b>	Your normal hours of work are 36.5 hours, Monday to Friday. Your times of work will be notified to you by your line manager.
<b>Length of appointment</b>	Fixed-term: The funds for this post are available until 31 December 2021 in the first instance.
<b>Probation period</b>	6 months
<b>Annual leave</b>	Full-time employees are entitled to annual paid leave of 7.2 weeks (or 36 days) inclusive of public holidays.
<b>Pension eligibility</b>	Cambridge University Assistants' Contributory Pension Scheme (CPS)  Pension scheme details, including information about the legal requirement for the University to automatically enrol its eligible jobholders into a qualifying workplace pension scheme from 1 March 2013, is available at: <a href="http://www.pensions.admin.cam.ac.uk/">http://www.pensions.admin.cam.ac.uk/</a> .
<b>Retirement age</b>	The University does not operate a retirement age for assistant staff.

## Screening Check Requirements

We have a legal responsibility to ensure that you have the right to work in the UK before you can start working for us. If you do not have the right to work in the UK already, any offer of employment we make to you will be conditional upon you gaining it. If you need further information, you may find the Right to Work page within the 'Applying for a job' section of the University's Job Opportunities pages helpful (please see <http://www.jobs.cam.ac.uk/right/have/>).

## Application Process

To submit an application for this vacancy, please click on the link in the 'Apply online' section of the advert published on the University's Job Opportunities pages. This will route you to the University's Web Recruitment System, where you will need to register an account (if you have not already) and log in before completing the online application form.

The closing date for applications is Sunday 11 December 2016. Interviews will be held on Friday 16 December and/or Monday 19 December 2016. If you have any questions about this vacancy or the application process, please contact [enquiries@slcu.cam.ac.uk](mailto:enquiries@slcu.cam.ac.uk).

## General Information

### The University of Cambridge

The University of Cambridge is one of the world's oldest and most successful Universities, with an outstanding reputation for academic achievement and research. It was ranked first in the 2011 QS World University Rankings and its graduates have won more Nobel Prizes than any other university in the world. The University comprises more than 150 departments, faculties, schools and other institutions, plus a central administration and 31 independent and autonomous colleges.

The University and the Colleges are linked in a complex historical relationship. The Colleges are self-governing, separate legal entities which appoint their own staff. They admit students, provide student accommodation and deliver small group teaching (supervisions). The University awards degrees and its faculties and departments provide lectures and seminars for students, determine the syllabi for teaching and conduct research.

There is much more information about the University at <http://www.cam.ac.uk/univ/works/index.html> which we hope you will find helpful.

### The Sainsbury Laboratory

The Sainsbury Laboratory Cambridge University (SLCU) is a new research institute funded by the Gatsby Foundation. The aim of the Laboratory is to elucidate the regulatory systems underlying plant growth and development. SLCU will ultimately house approximately 12 research groups each consisting of around 10 researchers. The laboratory runs a range of centrally managed facilities and services including plant growth facilities, microscopy, tissue culture rooms, level 2 containment facility and a seed store.

Further information about the Sainsbury Laboratory is available at: <http://www.slcu.cam.ac.uk/>

### What the University can offer you

One of our core values at the University of Cambridge is to recognise and reward our staff as our greatest asset. We realise that it's our people who have built our outstanding reputation and that we will only maintain our leading position in the academic world by continuing to attract and retain talented and motivated people. If you choose to come and work with us, you will find that we offer:

- **Excellent benefits** – You will be eligible for a wide range of competitive benefits and services, including numerous discounts on shopping, health care, financial services and public transport. We also offer defined benefits pension schemes and tax-efficient bicycle, car lease and charity-giving schemes.

We will help you balance your home and work life by providing you with generous annual leave entitlement and procedures for requesting a career break or flexible working arrangements if you need them. You will also have access to a range of well-being support services, including in-house Occupational Health and Counselling services. If you have childcare responsibilities, you may also benefit from the enhanced maternity/adoption pay, two nurseries and a holiday play scheme that we provide.

We are keen to welcome new employees from other parts of the UK and other countries to Cambridge. If you will be relocating to Cambridge on a centrally funded appointment of two years or more, you may be eligible for our relocation expenses scheme. The University Accommodation Service (<http://www.accommodation.cam.ac.uk/>) will also be available to help you find suitable rented accommodation and to provide advice on renting arrangements and local facilities, if required. In addition, certain academic and academic-related appointments are eligible for the Shared Equity Scheme which offers financial assistance with the purchase of living accommodation.

- **A welcoming and inclusive environment** - We will help you settle into your new role and working environment through a central University induction event, local induction activities and our online induction package. Where appropriate to your role, you will have a probation period to provide a supportive framework for reviewing your progress and discussing your training and development needs.
- **Extensive development opportunities** - The encouragement of career development for staff is one of the University's core values. We put this into practice through various services and initiatives, including:
  - A wide-range of training courses and online learning packages.
  - The Staff Review and Development (SRD) Scheme, which is designed to enhance work effectiveness and facilitate career development post-probation.
  - Leave for career and personal development, including long-term study leave for assistant staff and sabbatical leave for academic staff.
  - The CareerStart@Cam programme, which supports assistant staff roles without higher education qualifications to develop their skills, experience and qualifications. Assistant staff may also apply for financial assistance for study which results in a qualification.
  - Reduced staff fees for University of Cambridge graduate courses.
  - The opportunity to attend lectures and seminars held by University departments and institutions.
  - Policies and processes dedicated to the career development of researchers and the implementation of the principles of the Concordat, which have led to the University being recognised with an HR Excellence in Research Award by the European Commission.

You can find further details of the benefits, services and opportunities we offer can be found in our CAMBens Employee Benefits web pages at <http://www.hr.admin.cam.ac.uk/pay-benefits/cambens-employee-benefits>. A range of information about living and working in Cambridge is also available to you within the University's web pages at <http://www.jobs.cam.ac.uk/> and <http://www.hr.admin.cam.ac.uk/hr-staff/information-staff>.

## Equality of Opportunity at the University

We are committed to a proactive approach to equality, which includes supporting and encouraging all under-represented groups, promoting an inclusive culture and valuing diversity. We make selection decisions based on personal merit and an objective assessment against the criteria required for the post. We do not treat job applicants or members of staff less favourably than one another on the grounds of sex (including gender reassignment), marital or parental status, race, ethnic or national origin, colour, disability (including HIV status), sexual orientation, religion, age or socio-economic factors.

We have various diversity networks to help us progress equality; these include the Women's Staff Network, the Disabled Staff Network, the Black and Minority Ethnic Staff Network and the Lesbian, Gay, Bisexual and Transgender Staff Network. In addition, we were ranked in the top 100 employers for lesbian, gay and bisexual (LGB) staff in Stonewall's Workplace Equality Index 2013 and we hold an Athena SWAN silver award at organisation level for promoting women in Science, Technology, Engineering and Medicine.

We are supportive of staff with caring responsibilities, such as through our flexible working, career break and returning carers schemes. We encourage individuals to include details of any breaks in employment due to caring responsibilities in applications for employment so that these can be taken into consideration in assessments made, where appropriate.

## Information if you have a Disability

The University welcomes applications from individuals with disabilities and we are committed to ensuring fair treatment throughout the recruitment process. We will make adjustments to enable applicants to compete to the best of their ability wherever it is reasonable to do so, and, if successful, to assist them during their employment. Information for disabled applicants is available at <http://www.admin.cam.ac.uk/offices/hr/staff/disabled/>.

We encourage you to declare any disability that you may have, and any reasonable adjustments that you may require, in the section provided for this purpose in the application form. This will enable us to accommodate your needs throughout the process as required. However, applicants and employees may declare a disability at any time.

If you prefer to discuss any special arrangements connected with a disability, please contact, Amy Coussell (Senior HR Coordinator), who is responsible for recruitment to this position, on 01223 761115 or by email on [Amy.Coussell@slcu.cam.ac.uk](mailto:Amy.Coussell@slcu.cam.ac.uk). Alternatively, you may contact the HR Business Manager responsible for the department you are applying to via [hrenquiries@admin.cam.ac.uk](mailto:hrenquiries@admin.cam.ac.uk).