



Job Description

Organisation:	Luminate Education Group
Primary Organisation Supported <i>(only use this field for LEG service member of staff)</i>	Leeds City College
Core Job Role:	Events, Projects & Promotions Officer
Job Title:	Events, Projects & Promotions Officer (Advanced Apprentice)
Reports to:	Events and Projects Manager
Grade	Apprenticeship Rate
Date of compilation:	March 2023

ROLE SUMMARY:

You will work within the Cross College Events and Project Team, who work together to create a diverse and eclectic range of events ensuring that they contribute positively to the student experience by enhancing practical learning to accompany the student's courses. You will work alongside curriculum departments to create hands-on events or approach tutors with external partnership opportunities that we have built, to help learners expand their portfolios of experience.

SPECIFIC ROLE RESPONSIBILITIES:

1. Contribute to the creative decision making of live events that promote Enterprise & Employability skills across the College.
2. Support the organisation, coordination, delivery and promotion of a range of Projects and Events within the Curriculum Area and across the wider College.
3. To devise innovative ways of promoting the Events and Projects internally to Staff and Students as well as externally as and when applicable.
4. To assist with the promotion, maximisation and co-ordination of external opportunities that become available.
5. To evaluate and report on Events and Activities including student numbers, impact and areas for future improvement.
6. To work with external organisations to devise new Events, Projects and Activities.

7. To set up and maintain financial systems and budgets linked to Events and Activities.
8. To ensure that increasing students Enterprise & Employability skills is at the core of all Events and Projects devised
9. To deliver excellent customer service to both our internal and external customers on all Projects and Events.
10. To carry out the full range of job roles linked to Event Management

CORE RESPONSIBILITIES:

1. Work alongside the Events and Projects Manager to liaise with external businesses and organisations to create new projects and events that enhance the students experience and skills.

GENERAL LUMINATE EDUCATION GROUP RESPONSIBILITIES FOR ALL STAFF:

- Maintain and update knowledge of the subject/professional area and co-operate in any staff development activities required to effectively carry out the duties of the post.
- Comply with safeguarding procedures, including the promotion of the welfare of children and vulnerable adults.
- Comply with all relevant policies and procedures.
- Act with honesty and integrity to maintain high standards of ethics and professional standards.
- Use and promote restorative practice approaches.
- Comply with all legislative and regulatory requirements.
- Promote a positive image of the Luminate Education Group and member organisations.
- Any other duties commensurate with the level of the post, which may be required from time to time.
- Embody our Organisational Culture:

Few rules & clear boundaries

The ability to be creative, within areas of focus.

Ownership & performance

Using our robust business planning model to allow areas to have clear ownership over their vision and remit.

Energy & enjoyment

Fostering an environment that enables our people and learners to be brave, interact and have fun.

Creative & reflective

Always hungry to learn and looking ahead to see what is on the horizon.

Passion & ambition

Encouraging all to think aspirationally, inspiring others to do the same.

Collaborative & responsive

Proactively seeking opportunities to create synergies and positive outcomes for all.

Person Specification

Job Title:	Events, Projects & Promotions Officer (Advanced Apprentice)
Department	Enterprise and Engagement Directorate

The specific qualifications, experience, skills and values that are required for the role are outlined below. You should demonstrate your ability to meet these requirements by providing clear and concise examples on the application form. Each criteria is marked with whether it an essential or desirable requirement and at which point in the recruitment process it will be assessed.

Methods of Assessment:

A = Application Form, I = Interview, T = Test or Assessment, P = Presentation,
C= Certificate, MT = Micro Teach

Qualifications and Attainments		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	Q1. You will have achieved relevant qualifications up to and including Level 3 eg BTEC National, AS level, A Level	A / C
E	Q2. Level 2 in English and Maths at grade C or above	A / C
Experience and Knowledge		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	EK1. An interest in working creatively with a range of different events.	A / I
E	EK2 Experience of communicating to a variety of audiences	A / I
D	EK3. Experience of working on a live Event or Activity	A / I
D	EK4. Knowledge and understanding of Enterprise & Employability skills	A / I

D	EK5. Knowledge and understanding of event reports	A / I
Skills and Competencies		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	SC1. Excellent Communication Skills, verbally and written	A / I
E	SC2. Excellent Organisational Skills	A / I
D	SC3. Excellent IT Skills	A / I
D	SC4. Experience of liaising with external partners/organisations	A / I
Behavioural, Values and Ethos		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	B1. Support and promotion of equality, diversity and inclusion	A/I
E	B2. Promotion of a safe environment for children, young people and vulnerable adults to learn in	I
E	B3. Commitment to the PREVENT agenda	I
E	B4. Commitment to professional standards	I
E	B5. Commitment to restorative practice approaches	I