**Graduate Internship Programme – Job Description**

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| **Job title** | Graduate Events Project Coordinator (MAR1) |
| **School / Department** | Marketing Department |
| **Line manager who the intern will report to** | Imelda South – Events Manager |
| **Is this role hybrid working or permanently onsite at UWL?** | Hybrid |

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| **Please provide a one sentence description for advertising the role on the GI website** |
| To support and assist with corporate, university wide and profile raising events and assist in the planning and execution of on-site recruitment events.  Supporting the Events team with administration of Events.  |

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| **Main purpose of the job** |
| The aim of the internship is for the post holder to gain employability skills and experience of working in a professional working environment and an understanding of aspects of the business.The main purpose of this role is to provide project, administrative and technical support to cover the duties of graduate level project (s) assigned by a line manager from the Marketing Department.The post holder will be working within a team and will be expected to use their own initiative and undertake self-directed learning within a supportive environment to develop their own skills and gain a good working knowledge of the Marketing Department policies and procedures and of the wider University, in order to make a positive contribution to the team and the Marketing Department.Graduate Interns will be supported throughout their internship with a programme of development and evaluation. |

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| **What you will gain from this internship** |
| * Understanding the extent of planning large scale events, whilst working with several departments and internal stakeholders
* Managing temporary staff on a regular basis (Student ambassadors)
* Balancing workloads and gaining organisational skills which will be transferable into future employment
* Ability to work independently, communicate with internal and external high-profile stakeholders
* Problem solving ability and analytical skills
* Building confidence and decision making skills
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| **Key areas of responsibility** |
| * Supporting with onsite UWL open days in July, August, October and November
* Assisting with rotas and planning staff to support the enrolment and induction of new students starting in September
* Working externally at Twickenham Stadium over three days in November on the UWL Graduations
* Updating the Events SharePoint with day to day forms and events
* Work alongside and support staff with specific projects or specialist work across various school and colleges in UWL
* Working alongside the Events coordinators projects
* Updating the Student Ambassador registers and general administration tracking
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| **Skills/knowledge that would be desirable** |
| * Ability to work as part of a team and independently when required.
* Ability to communicate both orally and in writing with customers and colleagues
* Ability to maintain professionalism, display patience and politeness within a sometimes

 pressured environment * Good team working skills, a conscientious, flexible and ‘can do’ working style, and an ability to work with minimal supervision
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| **Recruitment criteria** |
| Graduate must have completed an undergraduate degree, BA/BMus/BSc/BEng/LLB etc. and be from the summer graduating class of June/July 2023. |

Updated: Jan 2024