**Graduate Internship Programme – Job Description**

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| **Job title** | Graduate Project Coordinator for West London Venues (WLV1) |
| **School / Department** | Research and Enterprise |
| **Line manager who the intern will report to** | Ryan Trim |
| **Is this role hybrid working or permanently onsite at UWL?** | Onsite |

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| **Please provide a one sentence description for advertising the role on the GI website** |
| The Graduate Intern will support the West London Venues team with sourcing and securing new bookings by maintaining CRM platforms and prospecting. |

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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 projects assigned by a line manager from the West London Venues team.  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 West London Venues policies and procedures and of the wider University, in order to make a positive contribution to the team and the  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** |
| * Experience working in a fast-paced team with different challenges every day * Opportunity to learn new relationship building skills * A strong LinkedIn profile full of key business contacts to draw on * Networking Opportunities and visibility within the events industry * Proficiency in project management tools * In-depth understanding of event management procedures * Communication and negotiation skills * Understanding of key performance indicators in events management * CV building skills |

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| **Key areas of responsibility** |
| * Keep accurate record of customer accounts through CRM platform * Prospect new business through researching local and wider businesses * Building a presence on LinkedIn to become an ambassador for West London Venues * Supporting the West London Venues team with all stages of an events booking, from initial sales through to delivery. |

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| **Skills/knowledge required** |
| * Customer services skills via phone, email and in person * Microsoft Office skills, mainly Outlook and Excel * Knowledge of the Events Industry |

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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