

Human Resource and Talent Management Section



University of Seychelles

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Campus: Anse Royale and Mont Fleuri

Marketing and Communication Section	
Post title:	Events Coordinator
Reports to:	Senior Marketing Coordinator
Academic qualification:	<ul style="list-style-type: none"> ▪ Bachelor's degree in event management, marketing or communications is preferred. OR ▪ 1 – 3 years of experience in event management or related field ▪ Proficiency in two languages is a plus ▪ Advanced knowledge of Word, PowerPoint, Adobe Acrobat, and Excel
Professional experience:	<ul style="list-style-type: none"> ▪ At least 3 years' experience as an Events Coordinator ▪ Experience managing budgets and expense tracking ▪ Track record of creative, successful events ▪ Past experience working with colleagues in graphic design, sales, marketing and communications specialties ▪ Experience in operating digital platforms
Additional Criteria (Skills & knowledge)	<ul style="list-style-type: none"> ▪ Proactive attitude, flexible, and an ability to work according to deadlines while handling multiple projects ▪ Well-organized with excellent negotiation and multi-tasking abilities. ▪ Ability to remain calm under pressure without losing a customer-service oriented attitude ▪ Strong verbal and written communication skills ▪ Strong analytical & problem-solving skills ▪ Strong in developing and recommending new processes ▪ Excellent influencing, problem-solving, and consensus-building skills, strong interpersonal skills with attention to detail. ▪ Should be well-organized and possess a sound knowledge of vendor management. Have outstanding vendor management skills. ▪ Experience with project management and working in a cross-functional team ▪ Ability to travel domestically; ▪ Physical Demands: This job requires some physical demands. Examples: standing, walking, lifting/moving objects up to 25 pounds, noise level, etc, particularly when on-site at an event

Job Purpose

The **Events Coordinator** will be responsible for the planning, development and execution of various customer engagement activities for UniSey led events, client engagement programmes, trade shows and annual internal activities and events. This role will drive event strategies for UniSey that build brand momentum, market development and client engagement and provide unique event experiences that guide measurable returns. This is a highly visible role and the incumbent will work collaboratively with other members of the marketing team as well as other internal /external partners and stakeholders performing tasks such as finding and booking venues, liaising with clients and suppliers, handling logistics, managing budgets and invoicing, managing risk and presenting post-event reports.

Main Duties and Responsibilities

General Duties

- 1) Contributes towards driving the UniSey's mission by always representing it in every event.
- 2) Assists the Section in meeting its business objectives through conferences, events and trade shows.
- 3) Responsible for every part of event preparations, such as choosing venues, developing seating plans, and evaluating success afterward.
- 4) Assists in site selection, contracting and the negotiation process.
- 5) Coordinates event logistics including hotel accommodations, food and beverage service, meeting room setup, etc.
- 6) Manages all event set-up, tear down and follow-up processes while also addressing potential problems that may arise.
- 7) Creates event proposals which fit client requirements and presents proposals by set deadlines.
- 8) Creates sales opportunities for future events during client liaisons and during events and ensures a strong working knowledge of the UniSey to further these sales opportunities.
- 9) Establishes and maintains relationships with clients and venues.
- 10) Maintains a working knowledge of the complex needs of a wide variety of events.
- 11) Oversees events on scheduled days including directing event set-up, problem-solving, welcoming guests and communicating with clients.
- 12) Manages the allocated budget.
- 13) Assesses an event's overall success and submit findings by producing events report.
- 14) Undertakes any other relevant duties as may be assigned by the Line Manager.

Specific Duties

- 1) Undertakes **planning** of multiple events at once.
- 2) Plans event details and aspects, as per the checklist.
- 3) Anticipates and plans for potential scenarios that could impact the integrity of the event.
- 4) Identifies the client's requirements and expectations for each event.
- 5) Serves as **liaison** between the clients and facilities.
- 6) Liaises with stakeholders during the event planning process to ensure everything is in order.
- 7) **Communicates** with marketing team to create effective advertisements for each event, and when necessary, crafts marketing materials such as print and Internet advertisements for individual events.
- 8) Schedules facilities and services.
- 9) Coordinates **event budgets** with regular oversight and drive savings keeping financial and timelines under control at all times.

10) Creates reliable **financial reports and collects payments** on time.

Professional Development

1. Responsible for continuing self-initiated professional development
2. Participates in University staff development initiatives
3. Attends training programmes as identified and agreed for appropriate development
4. Engages in professional development activities as required.

Expectations of all staff

Professional standards

All staff employed by the University are expected to exhibit high professional standards which promote and demonstrate the University's core values of Excellence, People Focused, Partnership Working, Fairness and Integrity.

Equal opportunities

All staff are expected to understand and enact the University's commitment to ensuring equality and diversity in all activities.

Dignity at work

Every member of staff has a responsibility to ensure colleagues are treated with dignity and respect. The University is committed to creating a work environment for all staff that is free from harassment, intimidation and any other forms of bullying at work, where everyone is treated with dignity, respect and professional courtesy.

Health and Safety

The arrangements for meeting the University's health and safety objectives are contained in the UniSey's Health and Safety Policy. This includes the responsibilities of key staff and procedures covering the main activities of the University. All staff are expected to take reasonable care of themselves and those that may be affected by their actions.

Dress code

The University does not operate a formal dress code for its employees, other than for those who are provided with uniform and/or protective clothing. However, employees must ensure that their dress is professional, reasonably smart and appropriate for the situation in which they are working. All staff should ensure that they present a professional image and one that reflects sensitivity to customer perceptions. This may reflect their ethnicity and lifestyle, but should not be provocative or cause offence to those with whom they have contact.

Staff Full Name:	Signature:	Date:
Line Manager Full Name:	Signature:	Date: