

Job Description

Academic Events Manager

Reports To:	Associate Academic Dean or Principal
Line Management Responsibilities:	None
Key Relationships:	Principal, Associate Academic Dean, PA to Principal, Executive Team
Location:	LST, Green Lane, Northwood, HA6 2UW

London School of Theology

London School of Theology (LST) exists to serve the Church worldwide by educating individuals, equipping local churches and engaging in leading research. The School, under the leadership of its Principal and Executive Team, has developed a new strategic vision for 2019-2025. This is a strategy for growth, consolidating LST's position as one of the largest evangelical interdenominational theological colleges in Europe.

Job Summary

LST is recruiting an Academic Events Manager to organise key events in the School's calendar: Graduation, the Research Conference, the Summer Conference and the Laing Lecture.

Key Tasks

The following key tasks are indicative of the role, rather than exhaustive, and tasks may be amended in response to changing requirements or in line with the skills and experience of the post-holder:

- Organise the following key events in the School's annual calendar from implementation to finish:
 - Graduation (usually June/July annually; 3 July and 4 September 2021)
 - Research Conference (15-16 April 2021)
 - Summer Conference (6-8 July 2021)
 - Laing Lecturer (2 November 2021)
- Invite Speakers as directed by the Principal, Associate Academic Dean and others.
- Organise Speakers' travel and any other booking arrangements as appropriate.
- Organise ticket sales and bookings for each event.
- Organize seating arrangements as appropriate.
- Liaise with the Communications Manager to ensure widespread and appropriate advertising of events when applicable.
- Liaise with the Facilities Manager regarding booking of internal rooms and catering requirements.
- Liaise with other departments as required – IT, AV, Finance, Registry.

Person Specification

	Essential (E) Desirable (D)	Demonstrated at Application (A) Interview (I)
Experience, expertise and skills		
Experience in organising large scale events, conferences or similar from implementation to completion	E	A/I
Experience in liaising with internal and external stakeholders at every level of responsibility	D	A/I
Experience in Microsoft Office (Word, Outlook) and basic Excel	E	A/I

Personal attributes		
Excellent interpersonal and communication skills (including written and telephone)	E	A/I
Excellent organisational skills	E	A/I
Ability to work as part of a team and independently	E	A/I
Positive and pro-active attitude	E	A/I

Terms of Employment:

Salary: £24,000 - £26,000 per annum (1.0 FTE), pro-rata to 0.5 FTE, depending on experience.

Hours: 0.5 FTE (17.5 hours per week). The usual working day is 9.00 am to 5.00 pm although some evening and weekend working may be required. These hours will need to be worked flexibly throughout the week and year depending on each event.

Holidays: 23 days per annum plus public holidays for 1.0 FTE role and pro-rata accordingly.
LST is closed between Christmas and the New Year and this is given as additional leave.

Pension: Eligible to join the School's pension scheme.

Notice: During the six month probationary period, one week's notice must be given in writing on either side.
After this period, one calendar month's notice must be given in writing on either side.

Date of appointment: It is intended that the postholder shall take up the post as soon as possible.

London School of Theology is a Christian college and as such it is a requirement of the Person Specification that the postholder must be in sympathy with the Christian ethos, aims and objectives of the School.

All successful candidates must have the right to work in the UK.

Application Process:

Applicants should send the following to the HR Manager as pdf documents attached to an email:

- Covering letter of application in which you specifically state how you meet the requirements of the Person Specification)
- Curriculum vitae
- List of three referees

The HR Manager
London School of Theology
Green Lane, Northwood
Middlesex HA6 2UW

Email: recruitment@lst.ac.uk

Tel: 01923 456000

Candidates are encouraged to apply promptly as applications will be reviewed upon submission.