

## UNIVERSITY OF LINCOLN LAW SOCIETY ROLE DESCRIPTION



<b>ROLE TITLE:</b> Events Officer	<b>DEPARTMENT:</b> Events Division
<b>REPORTS TO:</b> Events Director	<b>DATE:</b> April 2016

<b>Context</b>	<p>The University of Lincoln Law Society has continued to develop each year. An essential part of this is what is offered in our calendar. Our events range from the Annual Law Ball, Networking Dinner, Employability Academy, trips to places such as Nottingham Law Fair and Law Tour.</p> <p>Events create the opportunities, they bridge the gap between students and professionals and help put Lincoln on the map. It makes the society a community for students to meet other students not only across the school but the university as a whole.</p> <p>Our Law Society has improved year on year to become what it is now, and we are continuing this trend of progress by adding further to our events portfolio and improving what we offer already.</p>
<b>Role Purpose</b>	<p>The Events Officer will be responsible for organising social events hosted by the Law Society, as well as organising the Annual Law Ball. They shall ensure that annual events continue to run in the next academic year and will propose new ideas to help improve our events calendar.</p> <p><b>This is a voluntary position, open to students at all levels of study on any course.</b></p>

### KEY RESPONSIBILITIES

Promotion
The Events Officer shall be responsible for promoting social events offered by the Law Society. They shall also work with the Networking Officer and Events Director to encourage student engagement in all social and formal events hosted by the Law Society.
Event Planning
The Events Officer will play a leading role in planning all Law Society social events. They shall work closely with the Events Director to ensure that their events are well planned, organisation, execute and communicated with relevant individuals. The Events Officer should seek to find out what socials the members would like.
Organisation
The Events Officer shall be responsible for organising all social events hosted by the Society. This individual may also be solely responsible for booking venues, organising guests and other necessary items tailored to the event.
Communication
The Events Officer will need to be in frequent contact with key individuals, including the following: venue managers, suppliers, guests and the Events Director.
<b>In addition, undertake such duties as may reasonably be requested and that are commensurate with the nature of the post.</b>

## ADDITIONAL INFORMATION

<b>Scope and Dimensions of The Role</b>	<p>We are looking for an enthusiastic and confident candidate with a passion for event management and organisation to take on the role of Events Officer for the next academic year. The successful candidate will take on the responsibility for promoting, managing and organising our social events and Annual Law Ball.</p> <p>The role of Events Officer will require a great deal of commitment and dedication from the successful candidate. As the event organiser, the Events Officer will need to display strong enthusiasm for event management and be able to improve the prestige of the current annual events. As an organiser, it is imperative that the candidate has impeccable time-management skills. Candidates are also expected to be competent with resources of administration such as: email, word documents, budget management and record keeping.</p> <p>This is an amazing opportunity for the successful candidate to improve their skills of administration, communication, leadership, and event organisation/management, with an increased view into event organisation/hosting. The successful candidate will gain many new contacts within the Law School as well as with local professionals.</p> <p>As a member of the Events Division of the Law Society, the Events Officer will report directly to the Events Director, who oversees the Law Society's Events portfolio.</p>
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<b>Key Working Relationships</b>	<p>Events Director, University of Lincoln Law Society Marketing Director, University of Lincoln Law Society Venues Suppliers</p>
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<b>Key Networks</b>	<p><u>Internal Contacts:</u> Students' Union (Activities Department) University (Lincoln Law School; College of Social Science) <u>External Contacts:</u> Local professionals</p>
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<b>Author</b>	EC	<b>Date</b>	April 2016
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**UNIVERSITY OF LINCOLN LAW SOCIETY  
PERSON SPECIFICATION**



**Role Title:** Events Officer

<b><i>Selection Criteria</i></b>	<b>Essential (E) or Desirable (D)</b>	<b>Where Evidenced Application (A), Interview (I), Presentation (P); References (R)</b>
<b>Experience:</b> Event Management Event Organisation	D D	A,I A,I
<b>Skills and Knowledge:</b> Organisation Time-Management Knowledge of Prestigious Events Communication	E E E E	A,I A,I A,I A,I
<b>Competencies &amp; Personal Attributes:</b> Keen interest In increasing the prestige of Society events Enthusiasm for events	E E	A,I A,I
<b>Business Requirements:</b> May be required to work the occasional evenings and weekends	D	A,I

**Essential Requirements** are those, without which, a candidate would not be able to do the job. **Desirable Requirements** are those which would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.