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| Last updated: | 17 October 24 (BL) |

**JOB DESCRIPTION**

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| Post title: | **Public and Community Engagement Coordinator (Festivals)** | | |
| Standard Occupation Code: (UKVI SOC CODE) | TBC – 41XX/421XX – Depends on Key Accountabilities | | |
| School/Department: | Research Innovation Services (RIS)/Public Engagement with Research unit (PERu) | | |
| Faculty: | Professional Services | | |
| Career Pathway: | Management, Specialist and Administrative (MSA) | Level: | 3 (0.6 FTE), 21 hours per week |
| Posts responsible to: | Senior Public Engagement Manager (Ops) | | |
| Posts responsible for: | Student interns and student ambassadors as needed | | |
| Post base: | Office-based (Highfield Campus, Southampton, UK) and hybrid (expected minimum in office 1 day a week) | | |

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| Job purpose |
| To play a key operational role in the delivery of the University of Southampton’s Festivals - Southampton Science and Engineering Festival (SOTSEF) and Southampton Arts and Humanities Festival, as well as supporting the University of Southampton ‘Bringing Research to Life’ Roadshow and other related events as needed.  The role holder will contribute to the coordination, exhibitor liaison, logistics, delivery and reporting of the festivals/roadshow in collaboration with the Senior Public Engagement Manager Ops and Festivals Administrator and the wider Public and Community Engagement team (PERu).  This role will have specific responsibility for the curation and utilisation of the operational database for the festivals and internal communication and relationship management with exhibitors as well as event management tasks such as coordination of signage, risk assessment collation, coordination of set-up and close-down, on day delivery, briefing documentation and written copy writing and reviewing.  The role holder will need to carry out limited regional travel to offsite locations to support the delivery of the ‘Bringing Research to Life’ Roadshow. |

| Key accountabilities/primary responsibilities | | % Time |
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|  | Oversee the application and maintenance of the data-driven website/Festival database including liaising with exhibitors and internal/external stakeholders to ensure content is of high quality, appropriate, relevant and accurate. Acting as the secondary point of contact for GeoData (website technical support) colleagues. Development of processes, systems and user documentation to ensure sustainability and efficiency. | 30 |
|  | Be a key, knowledgeable point of contact and liaison for exhibitors (both internal and external stakeholders) about logistics for the festivals/roadshow in the run up and at delivery/pack down with a view to reviewing and evolving systems/processes to support quality, collaboration, sustainability and efficiency. | 20 |
|  | Provide in-person event coordination, delivery and support, managing the successful and professional planning, running and de-rigging of Festivals, Events and the Bringing Research to Life Roadshow. | 20 |
| 4. | Act in a supervisory capacity for Student Interns and Student ambassadors, to ensure work is completed in an accurate and timely manner. | 10 |
| 5. | Provide communications support (with student interns) through content creation and sharing via the Public and Community Engagement team’s social media channels and other digital platforms. | 10 |
| 6. | To support with wider PERu team activity such as helping with training, internal funding schemes, case study development, report writing and general administration requests as required. | 5 |
| 7. | Any other duties as allocated by the line manager following consultation with the post holder. | 5 |

| Internal and external relationships |
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| Internal   * Public and Community Engagement team * GeoData team * SOTSEF Steering Group members and Southampton Arts and Humanities Festival Steering Group members * Public Engagement Network, PCE Hub members, PERu Associates * Exhibitors and volunteers (students and staff) * Student Ambassadors * Internal partners - Security, Health and Safety, Transportation, Hospitality, iSolutions, Print Centre, Design studio, Estates and Facilities, Student Union, Marketing & Communications, Global Recruitment and Admission, Widening Participation and Social Mobility, Public Policy, Research and Innovation Services     External   * External exhibitors * External suppliers * Key targeted stakeholders in receipt of sponsorship * Members of the public |

| Special Requirements |
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| * Some agreed in advance out of core hours work will be required around key festival/roadshow delivery times. * Some (light/medium-weight) manual handling may be required at Festival delivery points. * May require driving of rental vans, including extra-long size vans, at delivery times. * Some standing for prolonged periods and long-distance walking may be required at delivery point. |

**PERSON SPECIFICATION**

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| Criteria | Essential | Desirable | How to be assessed |
| Qualifications, knowledge and experience | Skill level equivalent to achievement of HNC, A-Level, NVQ3 with proven work experience acquired in relevant roles and job-related training.  Experience of being of organising and delivering high quality, multi-stakeholder events  Excellent event specific health and safety knowledge, including experience of carrying out and reviewing risk assessments.  Experience of creating and managing website content.  Able to accurately analyse and interpret complex quantitative and qualitative data, presenting summary information in a clear and concise format and manage associated databases.  Good knowledge of social media platforms, in particular Instagram, Facebook and X.  Able to make effective use of standard office computer systems including word-processing, power point and spreadsheets. | Knowledge of public and community engagement best practice.  Knowledge and experience of basic HTML coding.  Experience of using Microsoft Office systems, including One Drive, Planner and SharePoint.  Experience of working with brands and visual identities.  Experience of image and video editing.  Experience of social media coordination, creating, delivering and refining related communications plans.    Good knowledge of current GDPR legislation and best practice for data management. |  |
| Planning and organising | Able to plan and prioritise a range of one’s own, and the team’s, standard and non-standard work activities.  Able to work well with minimum supervision and meet deadlines. | Experience of planning accessibility provisions at events. |  |
| Problem solving and initiative | Able to identify and solve problems by applying judgement and initiative to tackle some situations in new ways and by developing improved work methods. |  |  |
| Management and teamwork | Able to positively influence the way a team works together.  Able to contribute to team efficiency through sharing information and constructively supporting others. | Successful supervisory experience.  Experience of working in a multidisciplinary setting and with people of different backgrounds: academics and other university staff, students, members of business and volunteer groups and citizens. |  |
| Communicating and influencing | Ability to assess the needs of specific groups and communicate across/between audiences with different needs. Particularly young people and intergenerational groups.  Experience of providing advice on operational procedures to colleagues and external customers. | Demonstrable experience of promoting opportunities and events across web, social media and email.  Experience of relationship management with different groups. |  |
| Other skills and behaviours |  | Holds UK Driving License or equivalent. |  |

**JOB HAZARD ANALYSIS**

**Is this an office-based post?**

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| Yes | If this post is an office-based job with routine office hazards (eg: use of VDU), no further information needs to be supplied. Do not complete the section below. |
| No | If this post is not office-based or has some hazards other than routine office (eg: more than use of VDU) please complete the analysis below.  Hiring managers are asked to complete this section as accurately as possible to ensure the safety of the post-holder. |

## - HR will send a full PEHQ to all applicants for this position. Please note, if full health clearance is required for a role, this will apply to all individuals, including existing members of staff.

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| **ENVIRONMENTAL EXPOSURES** | **Occasionally**  (<30% of time) | **Frequently**  (30-60% of time) | **Constantly**  (> 60% of time) |
| Outside work | X |  |  |
| Extremes of temperature (eg: fridge/ furnace) |  |  |  |
| ## Potential for exposure to body fluids |  |  |  |
| ## Noise (greater than 80 dba - 8 hrs twa) |  |  |  |
| ## Exposure to hazardous substances (eg: solvents, liquids, dust, fumes, biohazards). Specify below: |  |  |  |
| Frequent hand washing | X |  |  |
| Ionising radiation |  |  |  |
| **EQUIPMENT/TOOLS/MACHINES USED** | | | |
| ## Food handling |  |  |  |
| ## Driving university vehicles(eg: car/van/LGV/PCV) |  |  |  |
| ## Use of latex gloves (prohibited unless specific clinical necessity) |  |  |  |
| ## Vibrating tools (eg: strimmers, hammer drill, lawnmowers) |  |  |  |
| **PHYSICAL ABILITIES** | | | |
| Load manual handling | X |  |  |
| Repetitive crouching/kneeling/stooping |  |  |  |
| Repetitive pulling/pushing |  |  |  |
| Repetitive lifting |  |  |  |
| Standing for prolonged periods | X |  |  |
| Repetitive climbing (ie: steps, stools, ladders, stairs) |  |  |  |
| Fine motor grips (eg: pipetting) |  |  |  |
| Gross motor grips |  |  |  |
| Repetitive reaching below shoulder height |  |  |  |
| Repetitive reaching at shoulder height |  |  |  |
| Repetitive reaching above shoulder height |  |  |  |
| **PSYCHOSOCIAL ISSUES** | | | |
| Face to face contact with public | X |  |  |
| Lone working | X |  |  |
| ## Shift work/night work/on call duties |  |  |  |