

Job description

Post title	Online Events Assistant
Department/Division/Directorate	Marketing Department
Responsible to	Marketing Communications Team (Events)
Date	September 2024

Role purpose
<p>The Marketing Communications (MarComms) team run a programme of online events aimed at prospective students and offer holders to position King's as an attractive and viable option. The offering of such online events increases accessibility for students to see what King's has to offer.</p> <p>The series of online events are currently hosted on Microsoft Teams Live, and they run throughout the year at a variety of times during the day (including some out of hours work with events running up until 20:00). The Online Events Assistant will work closely with the producing member of staff to assist with the smooth running of the session and will be expected to assist with a minimum of two online events per month.</p> <p><u>Outline of the role:</u></p> <ul style="list-style-type: none">• To support marketing staff with production and delivery of online events aiming to engage prospective students and offer holders.• You will automatically be consenting to appear in online event recordings being displayed across the King's website.• To confidently assist with the technical components of online events such as screen sharing, pre-recording slides and managing the Q&A.• To be an honest and positive student role model on discussion panels to encourage students to consider King's College London as an attractive option.

Role outline

Key responsibilities and objectives:

As an Online Events Assistant, your role and responsibilities may vary between being an active host/panellist or a behind the scenes tech role. This will depend on availability of fellow student ambassadors who are able to join as panellists. You will be assigned your responsibilities ahead of time with scripts and guidance documents being provided for each type of online event to assist with preparation.

Host and/or Panellist:

- Leading the online event with spoken welcome message, general housekeeping, and introductions of fellow ambassadors.
- Conducting the live Q&A by directing questions to fellow ambassadors whilst also contributing to answers.
- Providing honest and positive accounts of life at King's and acting as a representative of the university to future students.
- Presenting slides and participating in pre-recording voiceovers of slides if necessary.
- Confident appearing and speaking on camera whilst being recorded

Tech Role:

- Streaming content including MP4s and PowerPoint slides (content to be provided by King's staff).
- Toggling between speakers during the Q&A session (ensuring the person speaking is being streamed to the audience).
- Posting welcome and thank you messages in the live Q&A chat box, publishing questions for the host/panellists to respond to and monitoring the published questions by commenting helpful links.
- Live troubleshooting any technical issues from fellow student ambassadors.

All applicants must have their own laptop/device with working microphone, camera and reliable wi-fi access.

Specific Aspects - indicate frequency D (daily), W (weekly), M (monthly) where applicable:			
Intensive Display Screen Equipment work (e.g. data entry or digital microscopy):		Direct patient contact involving exposure prone procedures (EPP):	
Heavy manual handling:		Direct patient contact, no EPP	
Highly repetitive tasks (e.g. pipetting or reshelving books):		Work with patient specimens (e.g. blood or tissue samples):	
Shift work, night work or call-out duties:		Work with GM organisms or biological agents that may pose a hazard to human health:	
Work involving risk of exposure to environmental or human pathogens (eg. in waste streams or soils):		Hazards which require health surveillance e.g. respiratory sensitisers (allergens, substances with risk phrase R42, wood dust etc) or loud noise:	
Driving vehicles on College business:		Food handling or preparation:	
Work at height (e.g. ladders, scaffolds etc.)		Work in confined spaces (e.g. sump rooms, etc.)	

Special requirements

All on-campus activities will adhere to the latest King's College London COVID-19 guidance, which can be found on [these webpages](#).

General

All ambassadors are expected to adhere to King's policies and procedures.

Interviews will take place between 30 October 2024 to 6 November 2024.

Ambassadors will be required to attend one of the compulsory unpaid information sessions on either Wednesday 13 November, Thursday 14 November or Friday 15 November 2024.

If you are required to undertake further training for a specific job whilst you are part of the scheme, you will not be paid for that training.

This role is flexible around your studies. The hours of work per week will vary depending on event requirements. Students are expected to work a minimum of 8 hours throughout the academic year. International students will be required to work hours in line with their student visa if relevant.

Maximum number of hours you can work per week in term time is 20 hours.

Please note:

This job description reflects the core activities of the role and as the College and the post-holder develop there will inevitably be changes in the emphasis of duties. It is expected that the post-holder recognises this and adopt a flexible approach to work and be willing to participate in unpaid training.

If changes to the job become significant, the job description should be reviewed formally by the post-holder and line manager. The Human Resources department should then be consulted as to the implications of the proposed changes.

Person specification

Eligibility to work in the United Kingdom

All candidates will need to provide proof of eligibility to work in the UK and must comply with UKVI regulations on the number of working hours.

Criteria	E S S E N T I A L	D E S I R A B L E	HOW IDENTIFIED AND ASSESSED AP - Application I - Interview P - Presentation
Knowledge/skills			
IT skills i.e. Word Processing, Excel and PowerPoint		*	AP
Ability to prioritise workload		*	AP, I
Good attention to detail	*		AP, I
Excellent verbal and written communication skills	*		AP, I
Confident and persuasive public speaker	*		I P

An eagerness to attract students to study at King's College London	*		AP, I
Absorbing and assimilating information with rapidity and delivering with confidence to others at short notice		*	AP, I,
Experience			
Giving Presentations		*	AP, I
Direct contact with students or young people		*	AP, I
Prior experience of representing an organisation to external stakeholders		*	AP, I
Engagement in extra-curricular activities at King's or other opportunities in and around London		*	AP, I
Personal characteristics/other requirements			
Current student at King's College London	*		AP
Excellent Team Player	*		AP, I
Enthusiasm for Higher Education	*		AP, I
Willingness to work out of hours & occasionally travel for work as necessary		*	AP, I
Highly Organised	*		AP, I
Excellent Punctuality	*		AP, I