

JOB OUTLINE

Job title:	Events Programme Lead
Job ref:	HFL1530
Hours:	37 hours per week, 52 weeks per year
Salary band:	Band 5 FTE £30,000 - £35,000
Contract:	Permanent
Reports to:	Head of Training & Events
Team:	Training & Events
Location:	Hybrid working consisting of remote working, with flexibility to attend events, and with a minimum of 2 days per week in our Head Office in Stevenage, Hertfordshire.

OUR COMPANY

HFL Education is an award-winning provider of products and services to schools and educational settings within and outside Hertfordshire. We believe that every young person, through access to a great education, should be able to realise their potential, regardless of where they live or their circumstances.

We focus on supporting the schools we work with to achieve successful long-term outcomes for their children. HFL is majority owned by Hertfordshire schools and operates with a social enterprise ethos.

JOB CONTEXT

The HFL Education Training & Events Team curate and manage a wide portfolio of training, professional development (CPD) events and conferences for the schools sector, from conception and planning through to successful delivery and evaluation.

The team works across the organisation, supporting content owners to plan, schedule and present their courses and events to school clients through our booking platform, and work closely with the marketing team to ensure we publicise new and critical events to offer new solutions to a widening audience.

PURPOSE OF THE JOB

This role sits in the wheelhouse of the Events Team, supporting across the Training and Conference arms. The role will look after our digital systems as well as managing our events data to enable the Head of Events to make strategic decisions. The ideal candidate will have knowledge of events management systems and have an excellent eye for detail.

This post acts as our internal 'super-user' for the HFL Education Hub, our events booking platform, and provides critical technical support for our Training & Events and Eastern Partnership team.

They ensure that cyclical team processes and information needed to deliver our events are in place and effective, to support robust team performance in conjunction with the Training & Events managers. They collate CPD information from across the organisation in a timely manner, coordinating capacity planning, and helping agree the best delivery platform for each event.

MAIN AREAS OF RESPONSIBILITY

The Events Programme Lead acts as the internal gatekeeper for our CPD and leadership events termly and pay-as-you-use cycles and associated internal processes. They are responsible for ensuring accurate and timely adherence to our annual calendar of publishing events, quality assurance of submissions, and in producing and circulating agreed reporting - to enable both business monitoring of overall event performance, and in enabling HFL to promote our portfolio offer to schools and develop marketing campaigns.

The Events Programme Lead will support the ongoing training and upskilling of peer colleagues on the HFL Education Hub and on our Events Platforms, acting as a mentor to new members, and will work closely with the LMS Administrator to maintain consistent best practice in usage of our booking system applications.

They will also act as the key point of expertise for our range of live event delivery platforms – currently including MS Teams, Livestorm and Accel Events. They will

provide first-line support to our events coordinators, liaising with providers/hosts as needed, and working closely with our Head of Training & Events on reviewing overall platform performance and future developments.

PERSON SPECIFICATION

Knowledge and experience of:

- Previous knowledge of administering online events platforms (Essential)
- Implementing and running processes to ensure continuity of delivery and service levels to agreed standards (Essential)
- Delivering process to support a continuous programme cycle (Essential)
- Developing and analysing report suites (Desirable)
- Training others in administration practices and processes (Essential)
- Use of a learning management system such as Totara, SAP or Adobe Connect (Desirable)
- Having worked closely with or in a marketing department (Desirable)

Skills and abilities:

- Supervising others – or working in a role which contributes to the running of a team (Essential)
- Evidence of effective stakeholder management – internal or external clients (Essential)
- Strong attention to detail in ensuring accuracy of data and written information (Essential)
- Advanced-level Microsoft Excel skills (Essential)
- Confident in using wider MS Office applications (Desirable)
- Writing & preparing reports and analysis (Desirable)

EQUAL OPPORTUNITIES

HFL is committed to being an equal opportunities employer. We insist on the equal treatment of all current and prospective colleagues and will never condone discrimination on the basis of age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity, or marriage and civil partnership.

HFL is also equally committed to becoming an anti-racist organisation and we encourage you to view our [Anti-racist position statement](#) which gives clarity on our anti-racist stance. In our relentless efforts to be an anti-racist organisation, we recognise the negative impacts of under representation and lack of diversity in our

organisation, our education system and in all aspects of our society. Therefore, for recruitment into any HfL post, where we have 2 or more candidates of equal merit, candidates with protected characteristics will be given advantage over candidates without such characteristics. This is sometimes referred to as a 'tie-breaker' and is referred to as 'positive action' in the Equality Act 2010.

To help us meet our high standards and aspirations of a fully diverse and inclusive workplace, we strongly encourage suitably qualified applicants from all backgrounds to apply and to join us.

Please note that if you are invited to interview, we will expect you to be prepared to discuss unconscious bias with us; we find these conversations more than any others give us all a good idea of what working together will be like.

DISCLOSURE AND BARRING SERVICE

This post may be subject to full pre-employment checks and is exempt from the Rehabilitation of Offenders Act 1974. Please note that additional information referring to the Disclosure and Barring Service is in the guidance notes to the application form. If you are invited to an interview, you will receive more information.

HEALTH AND SAFETY

It will be the duty of every employee while at work to take reasonable care for the Health and safety of themselves and of other persons who may be affected by their acts or omissions at work.

INTELLECTUAL PROPERTY RIGHTS

It is a contractual requirement of all employees of HfL to protect the intellectual, property rights of the company and to adhere to our company policy with regard to IP.

APPLICATION PROCESS

To apply, email hfl.recruitment@hfleducation.org with a detailed CV along with a cover letter to include responses to the following questions, showing that you meet the requirements of the person specification:

1. Can you provide an example of when you have managed a process to ensure information flows through your organisation in a timely manner?
2. Tell us about an occasion when you have used data to influence decision making processes. How did you gather the data and develop a reporting

process over time in order to support your decisions and implement and review changes?

3. Leadership is important at all levels of an organisation, regardless of whether you line manage colleagues. How would you describe your leadership style and how do you positively influence colleagues at all levels?

As part of our move towards eradicating unconscious bias within the recruitment process, we will be anonymising your forms.

For recruitment queries, our Central Recruitment Team can also be contacted on the hfl.recruitment email address above. Please note the office will be closed from Friday 23rd December 2023 to Tuesday 2nd January 2024.

To help HFL make sure our policies and working practices are inclusive and non-discriminatory we would like you to complete the HFL equal opportunities form. This will not be stored with your application and will only be utilised by HR.

This job advert may close as soon as sufficient applications have been received. To make sure you don't miss out on this great opportunity, please submit your application as soon as you can.