

HESPA Projects and Engagement Officer

Job Description

We are...

The Higher Education Strategic Planners Association (HESPA) is the representative body for those working in strategy and planning roles in UK higher education providers. Our members are higher education providers, of which we have over 140. We work to support relevant staff by enabling greater networking, staff training and development and advocacy opportunities.

We are looking for...

A Projects and Engagement Officer (working anywhere between 0.6 and full time) based at our offices at Loughborough University. They will be responsible for supporting HESPA member events, resources, communications and other activities. The post-holder reports to the Executive Director and has no staff management responsibilities. This is initially a 12-month fixed term post, but with the opportunity to become permanent if the one-year review is successful.

You need to be...

A **dynamic, member focussed** people person who is **skilled at communicating** via a range of channels and **with an understanding of the higher education sector**.

Because you will need to...

- have knowledge of the UK HE system, or be willing to learn quickly and be able to communicate confidently with members
- have the writing skills to produce grammatically correct web, email and print content
- have flair for creating, not only correct, but engaging news articles, web content and member communications and resources
- support technical working groups staff and members by producing communications and related plans for their projects and initiatives
- provide event-related documents and resources
- write meeting minutes accurately and with depth of understanding
- display excellent customer service skills
- communicate appropriately with a diverse range of stakeholders
- act as a first point of contact and support for members

A **highly-organised completer-finisher** who thrives on **attention to detail, works well under pressure** and with some **events management experience**

Because you will need to...

- organise and manage member-focussed events on a national scale
- identify and secure venues, speakers, sponsors and exhibitors for events
- display excellent organisational skills and juggle multiple work streams and projects at the same time while meeting deadlines
- work to a professional standard and with consistent attention to detail

- be proficient across most Microsoft Office packages, including using Word, Excel and Outlook on a daily basis, and also learning other in-house database systems
- have a flexible approach to team working – sometimes working outside normal office hours, for example when organising or attending events
- commit to observing the organisation’s Equal Opportunities Policy at all times
- have a willingness to undertake further training and personal development

A graduate with **ideas and initiative**, and who can be **adaptable** and **resourceful** in implementing these ideas

Because you will need to...

- be educated to degree level or equivalent
- assess and organise limited resources to plan and prioritise so that projects are completed within budget and to timescale
- work with the Executive Director to devise new ways of supporting members
- think strategically about the what the organisation can do to increase value to members and ensure high quality outputs
- be able to understand the context of, and work with, confidential or sensitive information
- to be able to identify member challenges and opportunities as, or before, they arise
- have experience of working with web content management systems
- organise, coordinate and attend sector working groups, meetings and events, sometimes taking minutes

A **fun and enthusiastic** individual who isn’t afraid to share **new ideas and approaches** and who is **willing to question the status quo**

Because you will need to...

- be comfortable working in a transformative sector which is undergoing major change and dealing with new challenges
- have a buoyant approach in times of low member engagement and the ability to problem solve and persevere
- fit into a small, fun, agile and hardworking team environment, supporting colleagues with random ad hoc tasks when required

You might also have...

- previous experience in a higher education provider
- previous experience in strategic planning
- previous experience in a membership organisation
- previous experience in managing events

We will offer...

- A competitive annual salary at **Grade 6 £25,023 - £31,656** pro rata dependent on qualifications and experience. We benchmark our salaries to the University of Sheffield grading structure.
- A defined contribution pension scheme with **7.5% employee and 16% employer** contribution rates, together with life insurance.
- **30 days’ holiday** pro rata plus bank holidays and discretionary days’ office closure.
- Support for **CPD** and appropriate training.
- This Job Description sets out the current duties of the post that may vary from time to time without changing the general character of the post or the level of responsibility entailed.