



NOTES

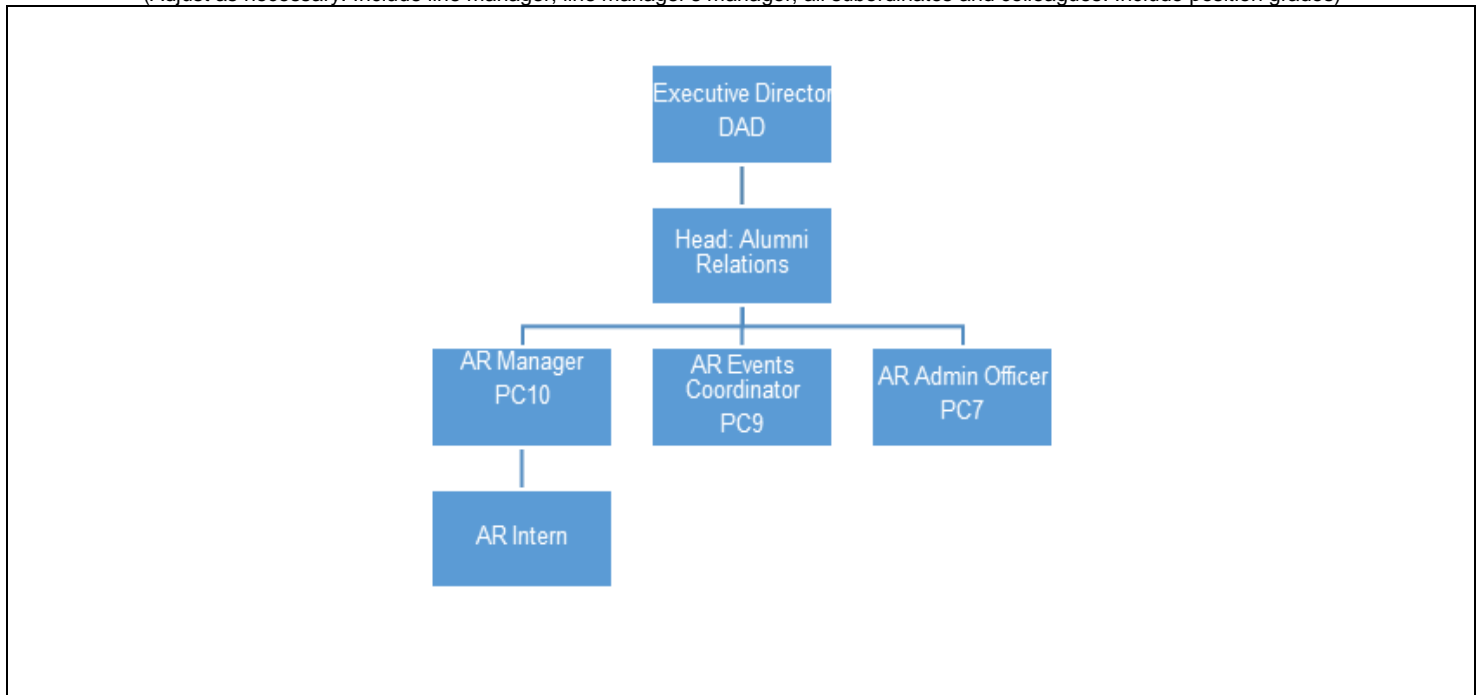
- Forms must be downloaded from the UCT website: <http://forms.uct.ac.za/forms.htm>
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

POSITION DETAILS

Position title	Events Coordinator		
Job title (HR Practitioner to provide)	Junior and Alumni Development Specialist		
Position grade (if known)	9	Date last graded (if known)	2018
Academic faculty / PASS department	Development and Alumni Department		
Academic department / PASS unit	Alumni Relations		
Division / section	Events		
Date of compilation	20 June 2018		

ORGANOGRAM

(Adjust as necessary. Include line manager, line manager's manager, all subordinates and colleagues. Include position grades)



PURPOSE

The main purpose of this position is to coordinate and stage successful alumni relations events in a professional manner and in line with UCT's vision; providing support on priority Development and Alumni Department events, Vice-Chancellor and Deputy Vice-Chancellor alumni events (national and international), as devised/approved by the Head of Alumni Relations from the annual schedule of events. This includes ad-hoc alumni engagement events that may be added to the annual schedule. The purpose of alumni events is to create opportunities for alumni to reconnect with their alma mater so that they might become more generous to UCT.

CONTENT

Key performance areas		% of time spent	Inputs (Responsibilities / activities / processes/ methods used)	Outputs (Expected results)
E.g	General and office administration	25%	<p>Takes, types up and distributes minutes and agendas for monthly departmental meeting.</p> <p>Greets visitors, enquires as to the nature of their visit and directs them to the appropriate staff member.</p>	<p>All staff members receive an electronic copy of accurate minutes and agendas, in the departmental template/format, a week before the meeting.</p> <p>Visitors are directed to appropriate staff member in a professional and efficient manner.</p>

1	Events Planning and Implementation	50%	<p>Plan and co-ordinate all alumni relations events allocated from the annual alumni relations events schedule. These range from small to large-scale, complex events</p> <p>Provide support on other DAD events, as required</p> <p>Compile a resource list as well as a comprehensive check list for each event taking into account opportunities for process improvement</p> <p>Prepare detailed event briefs and proposals inclusive of a monthly budget reports, comprehensive projected and final expense report</p> <p>In consultation with the head of section. alumni relations manager, conceptualize and design format of events: identifying and securing appropriate venues.</p> <p>Utilising the DAD CRM system, monitor rsvp status, following up on outstanding rsvp's. Advise the relevant officer/manager of uptake or lack thereof.</p> <p>Plan and co-ordinate event logistics inclusive of: briefing caterers, obtaining quotations for food, beverages and décor, AV requirements, music and entertainment</p> <p>Ahead of the event, schedule operational and site meetings with all suppliers and vendors, security, traffic, maintenance, UCT cleaning teams and protocol officers (were necessary)</p> <p>In consultation with alumni relations admin officer, organise appropriate merchandise and/or brand collateral for each event</p> <p>Provide regular feedback on progress of event to Manager and Head of section.</p> <p>Each event must be followed by a post mortem and a written report featuring recommendations for future event</p> <p>Establish and manage a database of event staging contacts and suppliers</p> <p>Ensure the successful and timeous completion of all tasks and activities</p>	<p>Delivery of well coordinated and professionally executed alumni events</p> <p>Innovative, contemporary events that create memorable experiences for the alumni</p> <p>Positive engagement opportunities for alumni to network in a social environment.</p> <p>Maintenance of accurate event records using event registration data to improve DAD CRM system.</p> <p>Successful and timeous execution of all tasks and event related activities</p> <p>Consistent professional delivery of all alumni events as well as DAD events</p>
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2	Project Management	20 %	<p>Project manage the end to end process of professional events, taking full responsibility for event execution.</p> <p>Propose innovative and creative ideas for events, that are within the budget and within definitive timeframes</p> <p>Help draft annual schedule of alumni relations events</p> <p>Consult with CMD Protocol Officer, where necessary and advise alumni relations officer/manager on protocol to be observed</p> <p>Be proactive in solving problems and make informed decisions</p> <p>Prepare the hosts briefing documents including the guest list, programme, speech, menu, parking and any other pertinent details.</p> <p>Draft order of proceedings/programmes in consultation with the officer/manager concerned. Inclusive of parking details, security details, traffic control details</p> <p>Measure the success of all events requesting feedback from the guests that attended the event</p> <p>Engage in continuous benchmarking against other/external brand engagement activities</p> <p>Open, log and close all events on DAD CRM (Devman)</p>	<p>Successfully executed, timely and cost effective events</p> <p>Imaginative event projects that meet the expectations of diverse audiences of engaged alumni</p> <p>Improved quality and integrity of alumni data through increased alumni attendance</p> <p>Consistently staged alumni engagement projects from planning and budgeting to staging</p> <p>Continuous improvement processes on all events and initiatives</p> <p>Integrity of alumni data embedded in each project</p>
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3	Alumni communication	10%	<p>Work with DAD Communications Officer on website and social media profiling of alumni relations events, updating the events page of the DAD website</p> <p>Keep abreast of contemporary digital communications trends that could enhance/support event staging activities</p> <p>Proactively profile events via UCT Alumni Connect</p> <p>Utilise alumni events as an avenue to promote the UCT brand reputation.</p> <p>Engage with alumni/donors and guests at events in a professional manner, maintaining excellent guest relations and applying protocol (when required).</p> <p>In conjunction with the alumni relations admin officer, catalogue all event photography and footage, uploading selected images to Flickr and/or SM channels</p>	<p>Positive feedback from stakeholders invited to events.</p> <p>Professional, well managed events promote the reputation of the university and reduce the possible risk</p> <p>Improved quality and integrity of alumni data through increased alumni attendance at events</p> <p>Timely bulk email communication with alumni</p> <p>Regular engagement with alumni using available and new digital communication channels</p> <p>All queries responded to in timely fashion</p> <p>Organised archive of all digital material (photos; footage)</p> <p>Appropriate content developed for relevant audiences</p> <p>Alignment with UCT brand guidelines on all event material</p>
4	Finance	15%	<p>Understand and work within event budget for each event while maintaining standards.</p> <p>Adhere to UCTs financial guidelines and policies</p> <p>Engage in ongoing consultation with and seek approval from Head of section regarding event expenditure</p> <p>Propose innovative and creative ideas within the specified budget.</p> <p>Negotiate with suppliers in order to procure goods and services at the best available rate</p> <p>Compare invoices with quotations from service providers before submitting for approval from section head</p> <p>Submit all approved quotations to the alumni relations</p>	<p>Event expenditure that is planned, controlled and managed efficiently</p> <p>Best available rates for services rendered by suppliers/vendors</p> <p>All purchase orders are processed in timely fashion. All vendors are paid within the agreed timeframe</p> <p>All expenditure (vendor payments) is approved</p>
5	Health & Safety	5%	<p>Meet or liaise with CMD Health and Safety Officer to understand the Health and Safety requirements for each event.</p> <p>Adhere to the Health and Safety requirements and ensure events are delivered within the legal parameters</p>	<p>Reduce risk of possible accidents and clear escape routes at the venues</p> <p>Request compliance certificates from caterers and suppliers, as and when required.</p>

MINIMUM REQUIREMENTS

Minimum qualifications	A relevant NQF6 or a relevant NQF5 plus 8 years relevant work experience within the events coordination/ client hospitality, communication or marketing sector.			
Minimum experience (type and years)	In excess of 5 years experience in similar/corporate environment			
Skills	Excellent communication and interpersonal skills, multi-tasking, problem solving, attention to detail. Good information management skills. Excellent administrative skills			
Knowledge	Event Management, Protocol Management, Time Management, Database and Administrative experience. Prior experience working with project and/or events budgets.			
Professional registration or license requirements	PRISA or equivalent			
Other requirements	Drivers Licence			
Competencies (Refer to UCT Competency Framework)	Competence	Level	Competence	Level
	Adaptability / Flexibility	2	Creativity and innovation	2
	Building interpersonal relationships	2	Decision-making / Judgement	2
	Analytical thinking / Problem solving	2	Negotiation	2
	Communication	2	Planning and organizing / work management	2

SCOPE OF RESPONSIBILITY

Functions responsible for	Alumni Relations and Donor events. Inclusive of Vice Chancellor and Deputy Vice Chancellor events
Amount and kind of supervision received	Supervision from Head of Alumni Relations
Amount and kind of supervision exercised	Shared supervision for Alumni Relations Intern
Decisions which can be made	Conceptual planning, vendor engagement and briefing
Decisions which must be referred	Budget, expenditure. Communication

CONTACTS AND RELATIONSHIPS

Internal to UCT	DAD, CMD, OVC, Faculties and other functional units across the university
External to UCT	Vendors, Suppliers