



Events Intern

At Regent's University London, we have a bold mission of reimagining education, and we're looking for talented and passionate people to help us do that. We're ambitious, collaborative and curious in how we approach our work, each other, and the education we give our students.

Nestled in the heart of royal Regent's Park, Regent's offers a premium experience for staff and students. We champion an environment that cultivates possibility for everyone in our community.

Job description

Position details

Job title:

Events Intern

Department:

Conferences and Events

Line Manager Job Title:

Head of Conferences and Events

Job Purpose

To support the University's Events Department with day-to-day duties, whilst developing an understanding of the running, processes and operation of a successful events team.

To gain an understanding of and support the team with increasing the level of sales, along with the ongoing operation of the Conferences and Events department.

To provide an efficient and effective service to conference centre clients and support administrative tasks.

The Regent's Way is a set of principles that guide our work and celebrate our unique offering – our strengths, our challenges and our commitment to continuous improvement.



We strive for excellence
We don't fear failure; we learn from it
We challenge ourselves



We're better together
We create synergy when we collaborate
We celebrate our successes



About people, cultures, ideas
We're inclusive and welcoming of new perspectives
We encourage learning and growth

Main responsibilities

- 1 Prepare weekly business sheets for the relevant internal departments within the University, to ensure the smooth running of events each department has planned for the following week.
- 2 Answer telephone enquiries and record all information onto the Conference database.
- 3 Send out quotations for catering or events, contracts and all correspondence to clients in relation to their bookings
- 4 Assist the team in running large conferences, corporate events (such as BBQ's) and weddings receptions and support the Conference Manager and Catering department
- 5 Liaise with other departments to ensure that operational requests are managed smoothly.
- 6 Manage the Conference database, ensuring it is up to date at all times.
- 7 Write posts to be used on our social media sites.
- 8 Ensure availability for occasional weekend work - generally one weekend in four (dependent on the level of business)
- 9 Contribute to building a vibrant campus community by taking real accountability, collaborating with colleagues across the university and constantly adding value. Foster an inclusive, sustainable and safe environment for all through our EDI, Health and Safety and B-Corp initiatives and policies.
- 10 To undertake any other duties that may reasonably be requested appropriate to the grade and responsibilities of the post.

Person specification

1. Position details

Job title: Events Intern
Department: Conferences and Events
Line manager job title: Head of Conferences and Events

2. Person requirements

Job requirements	Assessment criteria	
	(e)ssential	(d)esirable
Qualifications & training		
Educated to A-level or equivalent	E	
Hospitality or business focused qualification		D
Experience		
Experience within the Conference & Events industry		D
Experience working creating slides and editing on Microsoft Powerpoint		D
Experience of Microsoft Office (Word/Excel)	E	
Knowledge, skills & competencies		
Knowledge of Conference booking systems or similar systems		D
Clear and accurate written and verbal communication	E	
Excellent interpersonal skills, with the ability to establish rapport and liaise effectively with clients and colleagues	E	
Ability to use own initiative and prioritise workload effectively		D
Cultural awareness of conference client needs and requirements		D
Ability to work towards deadlines and set targets	E	
Ability to demonstrate excellent organisational and time management skills	E	
General attributes & personal qualities		
Flexible can-do approach to work	E	
Highly customer focused attitude	E	
Other / special requirements		
Ability to work weekends and occasional unsociable hours	E	