**About the UK Council for International Student Affairs**

UKCISA’s vision is that every international student who comes to the UK has a positive experience and is able to tell friends and families that the UK is a welcoming place to study, and live. To help achieve this, we work towards a transparent immigration system which is easy to navigate, whatever the level or length of study, and an inclusive and competitive post study work offer that enables our world class education system, in schools, colleges and higher education institutions to attract and retain ambitious and talented individuals from across the world.

We are passionate about supporting our members to deliver an excellent student experience, from application to completion of study, and curating a body of evidence that demonstrates the value of international students and internationalisation in education.

Further information about us and the services we provide can be found on our website: [ukcisa.org.uk](https://www.ukcisa.org.uk/)

**About the Conference Assistant**

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| Role title: Conference Assistant | Contract type: 20 hours per week |
| Reporting to: Training and Events Manager | Salary: £15.00ph |

An exciting and fun opportunity to support UKCISA in the leadup, set up and smooth running of the UKCISA Annual Conference at the University of Manchester (25-27 June).

The annual conference is a key date in the diary for anyone working with international students – a chance to network with colleagues, develop professional skills and hear the latest policy developments.

We host plenary sessions, professional development workshops, networking sessions, and much more. The audience will hear from international students, UKCISA members and expert speakers from across the international education sector.

Join our small and dedicated team and be at the heart of managing a national conference which year on year receives outstanding feedback from attendees.

**Core responsibilities**

**Leading up to conference**

* Respond to conference queries and help process conference bookings
* To be a systems superuser (Cvent) and provide day to day systems support to the Conference team providing troubleshooting and an excellent customer service
* Liaise closely with speakers in the lead up to the conference
* To work with the finance team to raise and receipt purchase orders, credit card payments and raise customer invoices
* In collaboration with the team, ensure that all administrative tasks such as catering requirements, seating plans, name card and website updates are done as required
* To undertake such other duties as may reasonably be required by the Conference staff

**Before conference (Tuesday 24 June)**

* Familiarise with conference space and conference agenda
* Set up registration desk including preparing and laying out delegate badges
* Help set up UKCISA materials (banners, flags etc)

**During conference (Wednesday 25 June to Friday 27 June)**

* Greet and register arriving delegates at registration desk
* Field questions from delegates at registration desk and liaise with UKCISA staff
* Signpost delegates to facilities, left luggage and conference rooms
* Assist delegates and look after left luggage room (Weds and Fri)
* Support conference exhibitors with logistics and practical needs
* Support conference speakers in rooms (checking A/V, seating arrangements etc)
* Usher and signpost delegates between sessions
* Assist with roving mic in conference plenary sessions
* Assist with logistics at evening reception (Thursday 26 June)

**Other duties**

* Support the Events and Training Manager with other ongoing UKCISA online training and events in the lead up to conference, for example, facilitating and hosting online Zoom webinars
* Ad hoc administration tasks as requested by the team.

**About you**

**It is essential to have:**

* An enthusiastic, friendly, can-do attitude
* A willingness to take on any conference task
* Attention to detail
* Excellent listening skills and ability and eagerness to follow instructions

**It is desirable to have:**

* Experience of event management

We welcome applications from throughout the UK. We are currently working on a hybrid basis. Our staff mainly work from home, but we have an office in London for collaborative work and for staff who want access to an office space.

We are unable to sponsor visas for this role, so you must have the right to work in the UK. We encourage and welcome candidates on the Graduate route visa.

**How to apply**

To apply for this role, please email your CV and a cover letter to [Recruitment@ukcisa.org.uk](mailto:Recruitment@ukcisa.org.uk) by Friday 28 February stating your reasons for applying for the role and any relevant experience (max 500 words).

Please note that the closing date for applications is Friday 28 February. Interviews will be conducted during the week commencing 18 March. We aim to have the successful candidate start in the position by 25 March.   
   
For urgent queries please contact us on 020 7288 4330.