



Professor Jackie Dunne



Birmingham Newman University is located on Genners Lane, Bartley Green, Birmingham, West Midlands, B32 3NT.

The university is named after the 19<sup>th</sup> century cardinal St John Henry Newman who wrote 'The idea of a university' in 1852, and we are still guided by the vision of a community of scholars. The university is built around community, and the belief that education enables students to develop new ways of understanding the world, to help make a positive impact within it. This is delivered through smaller class sizes and an interactive learning style. The Catholic ethos has been retained and our students are from all faiths and none. The university is proud of its diverse, friendly and inclusive environment, where students are welcomed and receive transformational learning opportunities together with support in preparing for employment.

The modern single campus, eight miles southwest of Birmingham city centre has had a recent £20M investment into the campus facilities, building Halls for 200 students, and improving the teaching, learning and social spaces for students. A new law court, a careers and employability hub together with a computer science lab, and accessible student helpdesk are some of the additional facilities and improvements made for our students. The university continues to build its environmental sustainability, already generating 20% 193000kW, of our energy used via on site of solar energy.

In addition, the building of a new School of Nursing and Allied Health has been established to broaden the curriculum including new courses in Adult Nursing, Mental Health Nursing and Physiotherapy which started in September 2023. The university will be providing qualified practitioners from diverse backgrounds, for the local West Midlands Health sector, and beyond.

We are proud to be ranked as a Top 10 University for social inclusion in the Sunday Times Good University Guide 2023, as well as 1<sup>st</sup> in Birmingham for student satisfaction in the 2022 National Student Survey. Enrolments from non-selective state schools are one of the highest in the country (99%) and Newman has the biggest proportion of students who are first in their family to experience higher education (72.2%), with more than 45% of students coming from Black, Asian or ethnic minority backgrounds. The university runs outreach programmes and has many partnerships with schools and further education colleges in the region offering support and opportunity to pupils.

The university is 'teaching-led' and does not employ staff for research alone but ensures that students have regular contact with active researchers. With our distinctive commitment to transformational impact, we maintain our mission to make a positive difference to individuals and communities through our excellent. In the latest Research Excellence Framework (REF 2021) Newman doubled our number of academic teams submitting work, and also doubled research of world-leading status. Research is undertaken across a wide range of academic and professional disciplines and attracts external funding.

To serve our diverse communities by making high-quality, globally connected education accessible to all those who are able to benefit from it, as well as engaging in research, scholarship and professional practice that informs our learning and teaching and has a positive impact on society.

- We champion and give voice to the catholic traditions of education, equality, and social justice.

- We respect and value all contributions, recognising that we are a single community, inspired and united by our shared vision and mission.
  - We place student learning and welfare at the centre of all we do and we offer a nurturing environment for all students.
  - We are ethical, honest and humane. In difficult situations, we will seek to work with understanding, kindness and compassion.
  - We recognise and embrace the power of community and build respectful relationships that help us excel.
  - A mission of service motivates us, seeking the common good with care and love.
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- To transform students' lives
  - To work in partnership with our students
  - To grow our institution
  - To nurture our staff
  - Add to knowledge and cultivate wisdom
  - Serve our diverse community and the wider world

Communications and Events Manager

Grade 6A

£33,966 - £37,099 per annum pro rata

30 hours, 0.8FTE

Marketing

Deputy Director of Brand and Communications

To manage internal communications across a number of platforms and stakeholder groups including students, staff, partners. Internal communications support our longer term retention of students and staff by ensuring that communications are timely and relevant. Events also support our on-campus engagement of staff, students and partners, with a series of calendared activities to be delivered throughout an academic year. The role requires high levels of organisation and planning skills as well as the creative ability to engage multiple audiences with engaging content.

This role will work closely with all other members of the Communications and Marketing team and is a key link between brand communications and digital through to the student recruitment team.

- To manage corporate intranet pages on behalf of the university, and to support individual staff to develop their pages, enabling page compliance
- Make use of intranet analytics to monitor and evaluate pages, considering usage, content and quality of information
- To ensure that the photo library of staff and staff contact details are regularly updated to support internal communications cross the organisation
- To plan internal campaigns for both staff and students using a variety of platforms
- To ensure that key messages from external campaigns and new stories are reflected in the internal communications channels
- To support non-academic departments to upload content to the website – e.g. careers, Directorate, HR, Finance.
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- To deliver a calendar of on-site campus events to support recruitment activities and grow student numbers. These include Open Days and AVDs (post offer events).
- To manage the event process from planning, organising invitations, staffing, catering, room bookings, external suppliers
- To manage a range of internal communication events for both staff and students, to include, but not exclusive to Love Newman, The Long service awards, Green Week.
- To support a portfolio of activities from professional support areas e.g. careers, HR, in terms of active internal promotion
- Management of budgets to support Open Days and events, digital screen graphics and digital promotion budgets for the Open Days
- To manage ambassadors on the day, and to ensure that timely payment is made
- In accordance with the University's Information Security Policy, the post holder will be dealing with 'restricted information' and 'highly restricted information' as part of their duties.

safety or welfare. The post holder must follow Health & Safety requirements in line with their training and instruction, and report to management any unsafe acts or conditions, defects in equipment or facilities that have the potential to affect health and safety. The post holder must report to management any injuries they receive whilst at work.

- Where post holders line manage staff and services they will be responsible for the health, safety and welfare of those staff and services in accordance with

- The University expects staff to attend any training designated as mandatory and to undertake learning and development activities to support their role.
- All absence from work must be reported in accordance with the University's Absence Management Policy and recorded on iTrent and staff are expected to be familiar with and follow the Policy.
- The University acknowledges its responsibility to provide a safe, smoke free environment, to its employees, service users and visitors. It is the policy of the University not to allow smoking on University premises other than in specifically designated areas.





	<p>communications and events planning</p> <p>Excellent organisational skills</p> <p>Ability to plan ahead and communicate plans to all staff</p> <p>Experience of working with external communications specialists within the team, to ensure that communications are coordinated and relevant to staff, students and partners.</p> <p>Ability to work as part of a team as well as work on own initiative.</p>			

Restrictions around booking leave are in place during key times in the university calendar

DBS check

Application/  
Interview

Pre-employment  
check for 0 G(A)-5(p)

This post is a part time appointment, offered on a fixed term basis. It will be remunerated on the single pay spine, at Grade 6A, £33,966 – £37,099 per annum pro rata. The appointment is subject to meeting all pre-employment clearances and requirements of the Person Specification.

All new employees undergo a period of probation in accordance with the University Probationary Scheme and confirmation of employment is dependent on the satisfactory completion of that probationary period.

The standard hours of work are based on 37 hours per week for Professional and Support Staff and 35 hours per week for Academic Staff. Your line manager will discuss with you the required working hours. The University holiday year runs from January to December for Professional and Support Staff and from September to August for Academic Staff. The post carries an entitlement to 35 working days (for a full-

Applications should preferably be submitted by e-mail (as opposed to post) on the University Application Form and should be completed in typescript wherever possible. We only accept a CV as a supplementary part of the application process. Considerable emphasis is placed in the shortlisting process on how candidates demonstrate in their application that they possess the qualifications, experience, skills and qualities which are required for the post.

The University is an Equal Opportunity Employer and we operate the Disability Confident Employer Standard which amongst other things guarantees an interview to disabled applicants who meet the essential criteria of the job specification.