

## Events Associate.

**Location:** London OR Manchester (Hiring for both locations)

**Contract:** Casual, flexible (academic term time only, up to 22.5 hours/week or 0.6 FTE)

**Level:** Entry-level (1.1)

**Salary:** £25,642.50 FTE (London) ; £23,400 FTE (Manchester)

**Restrictions:** We cannot offer visa sponsorship and you must be able to work in the UK

---

## The role

### What will you achieve during the first year of this role?

You will work across Uptree's Education and Partnerships teams to support the successful delivery of school bookings and employer-led work experience days for young people. You will be presenting to young people aged 16-19, sharing information about Uptree's work and our employer partners in school assemblies and workshops. At the work experience days, you'll be the Uptree representative, ensuring the employer and young people in attendance have positive experiences. When not attending bookings and events, you'll work remotely, supporting the Education and Partnerships teams.

You will be onboarded as part of a small cohort, receiving full training on all internal processes. There is potential opportunity for long term employment in the future.

We'll plan your hours collaboratively a minimum of one month in advance. This means you can choose to work more or less hours (up to 22.5 hours per week) depending on your other responsibilities.

What will you do?

- Regular independent travel to schools and employer venues - travel expenses covered
- Professional and friendly interactions with young people, teachers, careers leads and employers
- Provide students with a positive experience of Uptree and our employer partners, encouraging further engagement
- Complete impact reports after employer events using collected data and feedback
- Complete relevant administration tasks in a timely manner, including communications with schools and employers
- Take photos and videos at employer events to support the Marketing team
- Share information, ideas and feedback from school bookings and employer events to improve future practices and efficiency

## The company

Uptree provides young people with free experiences of work to drive equality of opportunity for all.

**Company size:** 1-20 employees

Female founder | Social impact | B2C | B2B | Marketplace | Education | Recruitment | Training | Diversity and Inclusion | Flexibility and wellbeing | Recognition and reward | Meaningful work | Working with great people across the UK and EEA representing 7 nationalities

Check out [our website](#) to find out more about us and our values.

Understand why we are working towards equality in early careers here:

<https://uptree.co/blog/why-we-are-working-towards-equality-in-early-careers/>

## Who you are

Don't worry if you've not had any paid work before, your experience could be part of your education, voluntary work or extracurricular activities.

### Dealbreakers

- Communication skills - confident talking to different levels of stakeholders, including young people, education contacts, junior level employer contacts up to senior contacts
- Presentation skills - confident presenting to different types of audiences including young people, education contacts and employee volunteers
- Strong administrative skills - has a keen attention to detail and understands the importance of recording up-to-date and accurate information in a timely manner
- Excellent time management - ability to manage tasks and deadlines, ensuring travel, arrival times, administrative tasks, etc
- Uses initiative - demonstrates proactivity and flexibility when working on various projects

### Desirable

- Experience of working with young people
- Works well as part of a team
- Solution focused
- Experience recording videos and creating content for use on social media
- Experience of attending an Uptree event

## Uptree benefits

As you'll be working on a flexible contract, you'll be entitled to the following:

- Macbook provided and support with home-office equipment
- 28 days annual leave (including Bank and Public holidays), pro rata
- Flexible working hours; you take ownership over how you get your work done around your events schedule
- Access to hundreds of co-working spaces in London, Edinburgh and Europe through our partner Hubble

If your role leads to full-time employment with Uptree in the future, you'll open access to our [full range of benefits](#).

## Our hiring process

We do all our interviews remotely and we do ask you to have camera software enabled. The process usually looks like the one outlined below – but if you make an application, we'll send you a more detailed breakdown ahead of time.

- Step 1: Initial phone call with the hiring manager. This tends to last around 30 minutes.
- Step 2: Panel interview and presentation. You'll have a video interview with a cross-section of our team, lasting around 45 mins to 1 hour, inclusive of a presentation based task. More information will be provided when you reach this stage.

All of our team members are required to have an enhanced DBS check due to the nature of our business. Any information given will be treated in the strictest confidence and this is a prerequisite for joining the team. Suitable applicants will not be refused posts because of offences which are not relevant to, and do not place them at or make them a risk in, the role to which they are applying. Uptree reimburses all associated charges.

We are an equal-opportunity employer and believe in the power of a diverse, inclusive team.

We welcome all applications from all suitably qualified people, regardless of race, sex, disability, religion/belief, sexual orientation or age.

Please let us know if you require anything which would enable your success throughout our interview process.