

# Event Operations Coordinator.

Location: London or Edinburgh

Start date: Flexible

Salary: £25,000 - £30,000 based on experience and location

Details: Full time, permanent, Moorgate or Central Edinburgh office (1-2 days average) and remote. UK travel is required as part of this role.

Deadline: closing when enough applications are received so please apply as soon as possible

Please note: right now we don't have a license to sponsor VISA applicants, so we are only able to accept applications from candidates who already have the right to work in the UK.

## Overview

Are you **passionate** about helping **underrepresented young people** to enter the world of work?

Then you could play a key role as an **Event Operations Coordinator at Uptree**. You will be responsible for supporting on our Partnerships Operations, including end to end management of our wide portfolio of national events (including Uptree's flagship FuturesUP careers fairs) supporting Partnerships Managers to organise event logistics and representing Uptree at virtual and in-person events interacting with both employer partners and young people.

## Uptree's Mission

Uptree was founded to put an end to inequality of opportunity, where no young person is left behind on their journey from education to employment.

We're on a mission to be the leading platform providing young people with free careers education and experiences of work to drive equality of opportunity for all.

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

## You'll be:

- Working closely with our employer partners, Partnership Success Managers and our Education team to deliver impactful and exciting industry events for our student network.
- Representing Uptree at virtual and in-person events - building relationships with both our employer partners and young people across the UK.
- Leading on gathering, analysing and presenting post-event data to our partners and bringing actionable insights to improve and develop these further.
- Organising event administration, logistics and communications cross-team, responding to queries from internal and external teams with questions about upcoming events.

- Giving creative input on the creation of event promotional materials, working with our Senior Content Manager to share ideas, innovate and support high volumes of student sign-ups via our platform uptree.co
- Around 10% of your time will be allocated to continuous professional development. This could include attending conferences, speaking opportunities, cross team projects, writing blogs, running skills shares, account planning workshops, attending meetings, social media, and Partner networking events.

## You are:

**Willing and able to travel** - to in-person events to deliver an incredible student experience (up to several times per week in our busy October season).

**Communicator** - with natural relationship building skills, someone who enjoys sharing ideas and who is comfortable with sharing feedback.

**Organised** – You're organised and commercially astute, have great attention to detail and love making sure nothing slips through the net.

**Adaptable** You're adaptable and flexible, particularly when challenges arise – such as managing partner expectations and supporting the team with last-minute preparations.

**Value-driven** - We want you to bring passion to Uptree, to be genuinely excited about our mission and values, and to care about the work you are doing. Someone who wants to roll up their sleeves and make a difference.

## Our Benefits

- Annual company Away Day
- Laptop - MacBook Air
- Home office equipment provided
- Increased annual leave the longer you work with us
- Office closure over Christmas
- Generous and inclusive parental leave and sick pay policies
- Flexible working hours policy (core 9:30am-16:00pm with flexible options either side)
- 28 days holiday plus bank holidays
- Dog friendly office - Open plan and buzzing Moorgate and Edinburgh office spaces, with snack station, pool table, beer tap and regular team drinks!
- £50 per month flexible wellbeing budget.

## How to apply

**Applications without a covering answer will not be considered.**

We're proud to have a diverse team with innovative ideas. If you are unsure whether you tick every box but think you have the skills to make an impact - please apply!

Please send a CV and **a response to this covering question:** Why do you want to work for Uptree? to [jobs@uptree.co](mailto:jobs@uptree.co). Your answer might be a short paragraph (no more than 250 words) or a link to a recorded video, or an example of your work - be as creative as you like.

*If you have any questions on the application process or have a disability or health condition that impacts your ability to complete this application or interview then please email [jobs@uptree.co](mailto:jobs@uptree.co). You will know what works best for you, and on reaching out we will together understand what is suitable.*

*Uptree welcomes and encourages applications from people of all backgrounds, including LGBTQ and non-binary candidates. Uptree particularly welcomes applications from Disabled, Black, Asian or Minority Ethnic candidates, as these people are currently under-represented throughout Early Careers, and Annabel and her team are committed to improving employment opportunities for these individuals. Uptree is proud to be an Equal Employment Opportunity and Affirmative Action employer.*

*Please note, all Uptree staff are required to have an enhanced DBS check as part of their role, given the nature of our business. Any information given will be treated in the strictest confidence. Suitable applicants will not be refused posts because of offenses which are not relevant to, and do not place them at or make them a risk in, the role to which they are applying.*