Job Description

Administration and Events Assistant

Grade: 6

Full Time

Department: UPEN, UCL Public Policy, RIGE

Location: Bloomsbury, London

Hybrid working: 40% on site

Fixed Term: 3 Years (36 months)

Reports to
Head of Programmes and Operations

Task Management from
Head of Communications and Impact

Context
The Universities Policy Engagement Network (UPEN) was set up in 2018 by approximately ten higher education institutions. It now has more than 110 UK university and policy members. This role has a dedicated focus on a new project within UPEN to develop a connective infrastructure between universities and public policymaking in order to enhance the use of academic expertise in public policy. This project is led by UCL in partnership with the Universities of Birmingham, Durham, Leeds, Newcastle, Nottingham, Southampton, and Teesside, on behalf of the Universities Policy Engagement Network (UPEN). Other key collaborators include the Institute for Community Studies, the Institute for Government, and Yorkshire Universities. It is funded by Research England with the ESRC.

The role is based in the UCL Public Policy team, in UCL Research, Innovation and Global Enterprise. **UCL Public Policy** is UCL's strategic institutional programme to build engagement between researchers and policymakers and enhance the contribution of UCL's academic expertise to public policy. It supports capacity-building within UCL, undertakes coordination and brokerage across the institution, delivers knowledge exchange and policy engagement activities, and strengthens the communication and dissemination of UCL research. **UCL Research Innovation & Global Engagement** brings together a range of functions, services and resources for the UCL community and external partners. We are dedicated to supporting people, crossing boundaries and enabling responsible impact – for the greater good, locally, nationally and internationally.

The Policy Engagement Coordinator is a strategic post that supports the growth and coordination of UPEN's national infrastructure to connect academic expertise with public policy needs. Based at UCL, the postholder will join the UPEN Programmes Practice Pillar team. It will play a pivotal role in strengthening the tools, relationships, and practices that underpin effective knowledge brokerage across the UK.

The Admin and Events Assistant will be a crucial support role within the UPEN Programmes team, providing essential administrative, financial, and logistic coordination. The postholder will be pivotal in ensuring the smooth operation of daily tasks and the successful delivery of UPEN's events.

Main purpose of the job

This role provides essential administrative and event support, acting as a central point of contact for operational needs. The role holder will deliver comprehensive secretariat support, including managing diaries, travel, accommodation, and organising key meetings with associated agendas and papers. They will also be responsible for efficient financial administration, handling purchase orders, and supporting external partner expenses claims. Additionally, this role provides support for UPEN's events programme, and assists UPEN as it develops its national brokerage function.

Duties and responsibilities

Administration (70%)

- Provide secretariat support to the UPEN programmes team by organising key project meetings (both online and in-person), including managing complex diaries to identify dates and times that all required attendees can be available.

- Manage the financial administration for the team's operations, with direct responsibility for monitoring the travel and subsistence budget; this includes processing purchase orders and invoces from external suppliers, ensuring adherance to UCL and UKRI financial policies. You will also be the primary point of contact for supporting external partners in submitting expense clais, and be responsible for tracking the budget proactively, informing the Head of Programmes and Operations of any potential variances, or cost-saving opportunities.

- Provide ad hoc support to the Heads of Programmes and Operations & Communications and Impact. This includes, but isn't limited to, tasks like recruitment coordination (e.g candidate management and interview material preparation), comprehensive file management (keeping shared areas accurate and up-to-date), and helping with project, stakeholder, and impact trackers.

- Provide administrative support as necessary to the UPEN Programmes Co-Lead (Practice) and other colleagues as directed by the line manager, which may include collating information, compiling materials for presentations, assisting with the formatting of written outputs, and scheduling social media posts.

Events (30%)

- Provide essential support for all UPEN Programmes events such as event logistics and promotion as well as post-event management and documentation, as directed by the Head of Communications and Impact.

- Serve as the lead contact for all UPEN Programmes events, responsible for coordinating with the Network Engagement Coordinator to maintain a comprehensive events planner, ensuring all UPEN activities, both within and outside of UPEN Programmes are scheduled without conflicts.

- Provide tailored event support , including UPEN's community of practice on knowledge mobilisation and national brokerage function structures. This will include providing logistical and administrative support for expert synthesis workshops, liaising with speakers and participants, and events advertising and promotions alongside content creation for external communication channels.

- Support event monitoring and evaluation by tracking key metrics, compiling feedback, and providing regular progress updates to the team.

General

Follow and actively promote the UCL Ways of Working.
Carry out any other duties within the scope, spirit and purpose of the job as requested by the line manager.
This job description may be reviewed and be subject to amendment in consultation with the post holder.
If applicable: UCL offers hybrid working where appropriate and the successful applicant may normally work remotely for up to 60% of the week if they wish.

Person Specification

Note to job applicant: copy and paste the following criteria into your "Statement in support of your application" and describe underneath each criteria how you meet it, giving examples. You will be scored on how you meet each criteria.

Essential Criteria	Assessment method (Application form/ Interview / Practical Test)
Qualifications, experience and knowledge	
Significant experience of working in an administrative support role or providing secretariat support at team, personal or executive assistant level.	**Application Form / Interview**
Experience providing administrative support for events	**Application Form / Interview**
Proven experience in financial administration	**Application / Interview**
Skills and abilities	
Good working knowledge of MS Office, particularly Excel, Word, Outlook and Teams	**Application Form**
Excellent written and oral communication skills	**Application Form / Interview**
Able to maintain excellent attention to detail while working efficiently and under pressure at times	**Application Form / Interview**
Excellent organisational skills with the ability to prioritise workload and plan tasks when faced with competing demands	**Application Form / Interview**
Excellent interpersonal skills, with the ability to build strong working relationships and work collaboratively with colleagues across different roles, teams and levels of seniority at multiple institutions	**Application Form / Interview**
Ability to work independently, taking initiative to manage workload, prioritise tasks and resolve queries without supervision	**Application Form / Interview**
Flexibility and versatility to adapt to tasks at short notice	**Interview**

Ways of Working	
Demonstrate an interest in personal development	**Application Form / Interview**
Planning effectively so that work is delivered and others are not delayed	**Application Form / Interview**
Having a positive and helpful approach to work	**Application Form / Interview**
Desirable Criteria	
Experience working on a multi-partner project, with multiple teams	**Application / Interview**
Experience of working in an administrative role in Higher Education	**Application**