

We're Hiring

Events Coordinator - July 2026



Thank you for your interest in joining us here at Liverpool Guild of Students.

As a students' union, we are committed to offering excellent opportunities, services and facilities for all 32,000 students at the University of Liverpool. We make sure that our members have the best experience, become equipped to change the world and are proud of their Guild, aiming to be one of the leading Students' Unions in the UK.

We are very proud of our achievements over the last few years and how our staff team and members came together to adapt carry on the Guilds work. We are excited to welcome new and talented people to help us meet our development goals. This is a fantastic opportunity to work in a vibrant and ever-changing environment, alongside a team of amazing people who are truly dedicated to improving the student experience. Enjoy reading more about us in this pack, and I wish you the best of luck with your application.



**Tricia
O'Neill**

Guild CEO

About us

We're Liverpool Guild of Students, the award-winning Students' Union for the University of Liverpool. Our job is to create a home for each of the 32,000 students during their time here, ensuring each student gets the most out of student life beyond their degree.

We like to think of ourselves as home for opportunities - whether that be through joining one of our 200+ societies, taking part in volunteering, coming to a pub quiz or tucking into one of our ever-famous burritos. Each student becomes a member of the Guild as soon as they join the University, and being part of our staff team means looking forward to seeing what opportunities students embark on and achieve every year.

Our strategy

What is the Guild For? (Our Mission)

We will offer excellent opportunities, services and facilities which improve, enrich and develop the lives of all students at the University of Liverpool, from application to graduation.

Where are we going? (Our Vision)

We will ensure that our members have the best experience, be equipped to change the world and be proud of their Guild. We will be one of the leading Students' Unions in the UK.

To do this, we promise to:

- Support our members
- Invest in our spaces
- Ensure all members benefit from the Guild
- Put members at the heart of decision making

To help us keep our promises and continue to deliver a great experience for our members, we invest in the following four key areas:

- People
- Equality, Diversity and Inclusion
- Communications
- Digital and IT

How we're run

We're run by students, for students, and with students.

This is at the heart of everything we do, and our democracy structure is designed to give every student the chance to have their say and shape their university experience.

We're the key link to the University, representing the voice of 32,000 students and helping to improve the quality of their education. If something needs to change, we'll help them to make it happen.

Funding

We receive most of our funding from the University of Liverpool. We get this each year in the form of a block grant. We also raise funds through trading (bars, the shop and Union Brew) and a small amount from donations and other grants. As a charity, we do not generate profits to pay to shareholders - every penny that is made is reinvested back into the organisation.

Trustee Board

Our Board of Trustees is made up of 4 full time student representative officers, 4 student trustees and 4 external trustees. The Board has overall responsibility for the management and administration of the Guild, fulfilling this by setting the overall strategic direction and directly managing the Chief Executive.

Staff Structure

We currently employ circa 75 salaried staff to provide services for our members, as well as approximately 120+ student staff. The Senior Leadership consists of three Department Directors and the Chief Executive.

Our elected leaders

Every year, students are given the chance to vote for, and stand to be one of, the four Student Officers who run our organisation. They lead the political and campaigning direction of the Guild and help ensure that our priorities are aligned to students' needs.

Our Student Officers 2026-2027 are:



Soloman Badruddin
Guild President



Will Jones



Fin Deane



Lauren Goadby



Representative & Involving:

Our members lead us and are involved in shaping their own experience at every level.

Fun & Friendly:

Everyone is welcomed here and we create a home away from home for all our members.

Sustainable:

We've been here for over 100 years. We'll be here for hundreds more by being ethically, environmentally and financially sustainable

Professional & Responsible:

We are inclusive, informative, respectful, human and inspiring.

Innovative & Agile:

We are responsive to new ideas.

Ambitious:

Everything we provide is the high quality our members deserve.



Working With us

Where we work

Our building sits right in the heart of campus, at 160 Mount Pleasant. If coming to work with us would mean relocating, you can find out more about Liverpool by visiting www.visitliverpool.com but take it from us, it's an amazing city to live and work in.

Diversity and inclusion

We're committed to ensuring our workforce reflects the diversity of the world and community we're based in. We positively encourage applications from all individuals irrespective of their gender, age, home country, ethnic background, sexuality, religious beliefs or disabilities.

Benefit

If working here wasn't good enough in itself, we also offer a wide selection of benefits.

Holidays

We offer 30 days annual leave, plus bank holidays. In addition to this, we also offer six discretionary days, four days at Christmas and two days at Easter. We also provide the option to buy additional annual leave of up to ten days per annual leave year.

Discounts, Discounts, Discounts

You can join the University Perks at Work discount scheme, which offers exclusive deals and discounts at your high street favourites, restaurants, cinemas, holidays and many more. You can enjoy keeping fit for less with a discounted membership at the University gym.

Events & Socials

From our annual Christmas party to free Mountford Hall gig tickets and socials organised by your Staff Representatives throughout the year, there's opportunities to mix with colleagues outside of the working day.

Learning and Development

If you're keen to further your skills, knowledge and experience, we provide a range of ways you can boost your personal development. There's money in the pot to invest in you.

Volunteering

Make the most of the opportunity to give something back with five paid days for volunteering leave.

Flexible Working

You can request to work more flexible hours to suit your lifestyle.

Car Parking

If you travel to work by car, you can make use of the various car parks in close proximity to our building which can be accessed at the swipe of your University staff card.

Employee Assistance Programme (EAP)

Access the EAP and get extra support as and when you need it. Ran in conjunction with the University of Liverpool, the EAP offers confidential counselling and information to support staff with personal or work-related issues which may be affecting your health, wellbeing or performance.

Occupational Sick Pay

Employees with over six months service are eligible for occupational sick pay, in line with our attendance procedure.

Salary Sacrifice Scheme

Trade in part of your salary for a non-cash benefit via the Childcare Voucher or Cycle to Work scheme – giving a little bit can go a long way.

Pension Scheme

You can put it away for a rainy day by entering our pension scheme.

83% of our employees would wholeheartedly recommend the Guild as a great place to work.



"I started my Guild Journey in 2015 as a Bars Supervisor, I instantly loved it and it felt like home the staff in the organisation were so friendly and even though many people have come in gone in my time the morale still stands high always. The Guild is so supportive in so many ways but in my time here I have developed from a Bars Supervisor to now running Union Brew one of the most successful coffee shops on Campus!"

Your ideas are always welcomed and your always appreciated for everything you do. We also have a lovely staff kitchen were tea and coffee and city views are provided!

Megan Byrne, Union Brew Store Manager Employed since September 2015.



Since starting my journey as a Student Staff member, the Guild has offered opportunities to develop my skills and grow professionally. I have benefited from a range of training not only role specific but also in wider transferable skills.

Always striking a great work-life balance, the Guild is a supportive and friendly environment to work in – in which no two days are the same.

But at the heart of the organisation is the dynamic staff team; ready to push your skill set, challenge your thinking or just have a chat about in the staff kitchen.

plus, the free tea and coffee helps!

Alex Jones, Marketing Manager Employed since Nov 2016.

Equality Diversity & Inclusion

Liverpool Guild Equality, Diversity and Inclusion Plan

We will ensure all of our students and staff feel they belong and find their place in our diverse and inclusive community.

Ensuring our staff and members all feel equally supported, welcomed and included and that the Guild proactively seeks to remove barriers to participation across all of its activities and areas of work and that our staff team more closely reflects our community.

Goals

Our vision for EDI Excellence will be achieved by delivering the following goals:

1. Developing our team and making sure all of our Ethnically Diverse staff feel supported.
2. Consistent good EDI practice across all areas of the Guild
3. Increasing diversity in our staff teams
4. Broadening the student offer

More details about how we plan to deliver each of these goals can be found on our website <https://www.liverpoolguild.org/about/mission-vision-values/equality-diversity-and-inclusion-excellence-plan>

Guaranteed Interview Scheme

The Guaranteed Interview Scheme for Ethnically Diverse Candidates at Liverpool Guild of Students is committed to the principles of equality of opportunity. We annually review racial diversity within our workforce and it is a key priority for us to improve racial and ethnic diversity amongst our workforce, and as such we particularly welcome applications from ethnically diverse candidates and have introduced a guaranteed interview scheme. We recognise that applicants from ethnically diverse backgrounds may have experienced additional barriers when applying for new roles.

Therefore, we are taking positive action to address an under-representation within our organisation. If you meet the minimum criteria (at least 80% of the 'essential' criteria in the person specification) and are from an ethnically diverse background, you'll be guaranteed an interview. If you are an ethnically diverse applicant and would like to be considered under our guaranteed interview scheme, you must indicate this by selecting the relevant box on the Equality and Diversity Monitoring Form. If you do not select this box, your application will be considered alongside all other applications. It is important to note that this scheme only guarantees an interview for ethnically diverse applicants who meet the minimum criteria. The selection decision at interview will be based on the most suitable candidate, regardless of background or protected characteristic.



More details about our Equality, Diversity and Inclusion Excellence Plan including how we plan to deliver and Key Performance Indicator's for this project can be found on our website:

<https://www.liverpoolguild.org/about/mission-vision-values/equality-diversity-and-inclusion-excellence-plan>

About The Role

Liverpool
Guild of
Students

Job Description Events Co-Ordinator

Job Title:	Events Co-Ordinator
Responsible To:	Production Manager
Hours:	35 Hours, Full Time
Salary:	£26,555, per annum Guild Pay Band 4

Summary of Post

To co-ordinate the planning, programming and delivery of a first-class entertainments program for Liverpool Guild of Students. To work with internal and external stakeholders to fulfil the aspirations of the organisation. To work with the Production Manager to continue to build on the Guild's reputation as a regionally significant concert and conference venue.

Main Duties

- To act as Duty Manager, Stage Manager and Front of House Manager for events, occasionally taking responsibility for ticket sales and Box Office reconciliations.
- Support the smooth operation of all events, supervising the delivery of logistical event plans and production arrangements.
- Supervise the deployment of third-party contractors including Security and Medical personnel, as directed by the Production Manager. Oversee and advise these teams on site during events.
- Organise and perform Duty Manager duties in the delivery of all student based and cultural events e.g. Welcome Week by leading and/or contributing to working groups and operational meetings and carrying out agreed actions within agreed timescales.
- Lead on contractual and logistical event details with artistes and/or agents and/or lead personnel involved, with support from the Production Manager.
- Responsible for forward planning in relation to the overall entertainments provision by carrying out continuous research within the entertainment industry to identify new developments and trends and benchmark activities against those of other organisations.
- Help maintain and develop the working relationship with the Guild's live music partner and external promoters to ensure that the entertainment programme maximises venue use.
- Ensure that The Guild delivers professional service compliant with its Health and Safety legal obligations.
- Work to make events diverse and inclusive, including the development of inclusive building and event procedures, and supporting appropriate venue accreditation.
- Offer event organisation/management expertise to the Membership Services Team in their student led events activity.
- Support the Tech Team to ensure equipment is set-up, operated, cleared/de-rigged, stored and maintained correctly in a safe and satisfactory condition.

Financial

- Provide timely information to the Guild's Finance team in relation to entertainment related invoices and internal charges, ensuring they are in line with contractual agreements.
- Assist in the provision of analysis of forthcoming or past events to assist in the efficient deployment of resources in related areas, e.g. security, bar staff.
- Day-to-day financial monitoring, including creating and monitoring set budgets, sourcing quotes, raising invoices and raising purchase orders.

Marketing

- Work with the Marketing Team to establish and deliver marketing plans for individual events and projects on time and to budget.
- Support the Marketing Team to effectively market and promote the events programme, driving budgeted attendance levels, turnover and profitability.

Venues

- Assist in the management of the digital room booking system, Event Pro.
- Liaise with internal and external bookers, including commercial and university partners. To be a primary point of contact between the Guild and University Conferencing team.
- Liaise with wider Operational Team (security, medics, etc) and work in close conjunction with other departments to ensure appropriate technical & event staffing requirements are met on an event-by-event basis.
- Assist in the management of all front & back of house operations, ensuring procedures are followed. Enforce fire regulations and operate the evacuation procedures when required.
- Work with internal and external partners to develop a range of bookings outside normal termtime operations to agreed targets.
- Event manage/ duty manage events, as directed by the Production Manager.

Health & Safety

- Take responsibility for Health and Safety requirements for events, (in liaison with the Production Manager and Facilities team) including preparation of reports, dissemination of information to staff and production of risk assessments as required.
- Ensure that all staff work in a safe manner, seeking to minimise hazards to ensure the safety of other staff and customers, reporting and addressing all safety hazards immediately.
- Ensure all incidents and accidents are reported as appropriate, including the completion of all necessary paperwork.

General Duties

- To contribute to and assist in the Guild's planning processes;
- Assist in key events throughout the year, including Welcome Week and elections.
- Assist in management of permanent and casual staff, ensuring that high standards of performance and customer care are maintained across all sites.
- Comply with Guild policies and procedures at all times.
- Comply with and promote the environmental and sustainability procedures within the Guild.
- Contribute to the positive and professional image of the Guild and not act in such a manner as to bring the Guild into disrepute.
- Undertake any other duties appropriate for the grade and responsibilities of the post that may from time to time be reasonably requested.
- Have a flexible approach to duties and work and, in particular, adopt a teamwork style with departments and activities across the Guild. This may involve undertaking duties in support of the activities and services of other departments.

Notes

The minimum working week for the post is 35 hours. However, due to the nature of the work, actual working hours may exceed this total and will involve regular evening and weekend work. This is considered part of the contract and reflected in the grading for the post. Time off in lieu will be given for hours worked over 35 hours a week.

The job description is current at 29/06/2026 and will be reviewed annually. It outlines the main duties of

the position and is designed for the benefit of both the post holder and the Guild in understanding the prime functions of the post. It should not be regarded as exclusive or exhaustive.

In particular, given the grading and nature of the post, the responsibilities of the post holder may well change from time to time.

Management has the right to vary the duties and responsibilities after consultation with you.

Signed:.....

Name:.....

Date:.....

Person Specification

Events Co-ordinator

Criteria	Essential	Desirable
Experience		
Experience of event organisation and delivery	*	
Experience of being an event lead	*	
Marketing and Promotions		*
The demands of the student market		*
Managing teams to deliver events		*
Knowledge		
Legal/Health and Safety requirements of event management		*
The entertainments industry	*	
Student Unions		*
Skills and Abilities		
Ability to work as part of a team	*	
Ability to work to tight deadlines	*	
Good organisational ability	*	
Good IT Skills	*	
Management Experience		*
Qualifications, Education and Training		
Educated to degree level or equivalent	*	
Additional Qualification in a related discipline, eg. SIA badge or Personal Licence		*
High level of numeracy and good written English	*	
Other		
Committed to the Core Values of the Guild	*	
Ability to work outside normal office hours	*	
Flexible approach to work	*	
Evidence of continuing professional development		*

How to Apply

To apply

Please apply using the apply now button on Staff Savvy. If you have any questions about the application process please email: guildhr@liverpool.ac.uk

For an informal conversation about this opportunity, please contact:

Charlie Gibbons - **Production Manager** 0151 794 6868 or email C.Gibbons2@liverpool.ac.uk

Deadline for Applications - Sunday 2nd August, 11:59pm

Interviews will be held - Monday 10th August, in person at Liverpool Guild of Students

Start date - Monday 7th September

