

Events & Student Experience Executive (MAT Cover)

£33,612.59 - £34,970.54

Are you an enthusiastic, proactive, and motivated individual looking to make an impact in higher education? ESCP Business School – the world's first business school and a pioneer in European multiculturalism – is seeking an **Events & Student Experience Executive** to join our dynamic London Campus team.

This is a unique opportunity to become part of a globally renowned institution that values **innovation, collaboration, and personal growth**. In this role, you'll play a key part in shaping unforgettable student experiences and delivering high-quality events that reflect the vibrancy of our community.

If you're passionate about education, thrive in a fast-paced environment, and want to contribute to a school with a proud history and forward-looking vision, we'd love to hear from you.

As an **Events & Student Experience Executive**, you'll lead the delivery of the London Campus's strategic and high-profile events programme – from graduations, galas, and festivals to open days, conferences, and student-led activities. Acting as an ambassador for ESCP, you'll ensure events run seamlessly while supporting student and alumni engagement, careers activities, and the School's wider reputation. This varied role calls for a proactive, highly organised self-starter with excellent people skills, the ability to juggle multiple priorities, and the flexibility to work occasional evenings and weekends.

Knowledge Skills and Experience

Essential Requirements

- Experience of working in higher education
- Minimum of three years experience in events and social media-related roles
- Experience of budget management & cost control
- Effective at creating and growing networks with colleagues, stakeholders, and industry influencers, including content creation.
- Familiarity with SEO, analytics, web-traffic metrics, and keyword search, with experience in Adobe Creative software considered a plus.

Main Duties and Responsibilities

- Plan and deliver a diverse calendar of events – from graduations, alumni gatherings, and student society activities to external industry events – ensuring they are executed to the highest standards, on time and within budget. This includes managing logistics, coordinating with departments, and maintaining accurate campus event calendars.
- Create impactful event experiences by producing high-quality marketing and promotional materials, collaborating across teams and with stakeholders, ensuring brand consistency, and upholding best practices in communication, health & safety, and customer service.
- Support the development, growth, and effective operation of student societies by managing processes, planning events and activities (including the annual society award), ensuring compliance with health & safety procedures, and collecting data to report on success stories, metrics, and impact.
- Monitor event performance through KPIs and feedback, producing regular reports to highlight successes and drive continuous improvement.
- Collaborate with stakeholders to promote events and student societies through engaging communication plans and social media content, while monitoring feedback and showcasing the student experience across London and cross-campus channels.
- Support budget planning and financial management for events, including cost allocation, invoice processing, and effective tracking to ensure accurate reporting and value for money.

What can ESCP offer you?

- 30 days annual leave with the addition of Bank Holidays
- Company pension scheme with exceptional employer contributions
- Permanent Health Scheme
- Death in Service Insurance
- Private Healthcare after successful probation period
- Enhanced Paid Maternity & Paternity with length of service
- Enhanced Sick Pay with length of service
- Hybrid Working is available, upon negotiation with the manager.
- On-site Cafe with Staff discount
- Exclusive discounts with surrounding local businesses
- Language lessons available in Spanish, Italian, German, French



Application details

Applicants should submit your CV to our Human Resources Department at ukrecruitment@escp.eu

Please note the HR Department starts screening CVs and interviewing candidates from the start of the recruitment campaign. A successful candidate could progress to offer before the advertised closing date. We encourage you to apply as soon as possible.

ESCP Business School is committed to offer equal employment opportunities regardless of age, sexual orientation, gender, nationality, ethnic origin, disability or parental status.

We base all our employment decisions on merit, job requirements and business needs.

ESCP Business School was founded in 1819. The School has chosen to teach responsible leadership, open to the world and based on European multiculturalism. Six campuses in Berlin, London, Madrid, Paris, Turin and Warsaw are the stepping stones that allow students to experience this European approach to management. In 2023, ESCP was ranked 3rd in the FT European Business Schools rankings.

Several generations of entrepreneurs and managers were trained in the firm belief that the business world may feed society in a positive way. Each year, ESCP welcomes 9000+ students and 5000 managers from 130 different nationalities. We offer a full range of full-time degree programmes from our generalist BSc in Management, Master in Management (FT-ranked 5th worldwide), and MBA in International Management (FT-ranked 27th worldwide) to a portfolio of over 20 specialist Master-level programmes, including our MSc in Finance (FT-ranked 1st worldwide), and to PhD. We also deliver executive education programmes including the Executive MBA (FT-ranked 5th worldwide), specialist Master-level executive degree programmes, and Executive PhD. All of the programmes include a multi-campus experience.

ESCP contributes to the learning and development of executives and managers at some of the world's leading companies through the development and provision of customised courses.

For more information about the School please visit our website on www.escp.eu