Job Title: Events Assistant

Location: London

Salary: £

**Why London Business School?**

London Business School; a global and vibrant business community based in two of the world’s most dynamic cities, London and Dubai. It’s where extraordinary minds and diverse perspectives connect, to have a profound impact on the way the world does business and the way business impacts the world. We offer best in class hybrid learning to our students and participants, whilst creating a flexible, supportive and dynamic working environment for our people to excel in, whatever their location.

**The Role**

Do you have a keen interest in brand awareness and events?

The Events Team in the Engagement department delivers a series of School’s strategic and high-profile events and supports event delivery for other departments across the School, from Alumni Reunions, to thought-leadership conferences, and graduation ceremonies

**Please note there are some unsociable hours and weekends associated with the role**.

London Business School are delighted to be launching an early in careers apprenticeship scheme, offering Level 3 apprenticeship opportunity within the Engagements Department. The apprenticeship will be tailored to an Events Assistant role, which will deliver insights and understanding needed to establish your career. It will enable you to learn and study, developing a range of core skills and acquiring fundamental knowledge, while owning meaningful responsibilities and delivering real impact within your team.

This 18-month programme will provide you with an in-depth introduction to the Education sector, while building industry knowledge and professional networks. It will also enable you to take the first step towards constructing a dynamic, long-term career with us. We are looking for individuals who are eager to learn and grow in a dynamic environment.

**Main Responsibilities**

This is an incredible opportunity to support the Events team and assist in the successful planning and delivery of high-quality events. You will help bring the London Business School brand to life and engage and inspire our audiences. You will gain knowledge and develop experience in the following key areas:

* Planning and Coordination
* Customer Service and Response Management
* Analysis and Reporting
* Financial Management
* Process Improvement

**Who We Are Looking For**

You will be passionate about starting your career and excited about the opportunity of becoming an apprentice at the School. You will have excellent organisational and communication skills as well as the ability to work well within a team. This is an exciting opportunity to learn more about business administration – both its planning processes and delivery – within a world-class University setting.

**What you can expect from us**

**Career Progression**

We will place you at the core of our School for 18 months, where you will build your industry knowledge and gain hands-on experience working in one of the most respected business Schools in the world. Our aspiration is that scheme participants secure roles at the School following the conclusion of your apprenticeship, or that it will offer you the experience to devise a platform for you to launch your career.

**Benefits You Can Enjoy**

* Generous annual leave of 27 days PLUS extra between Christmas and New Year!
* Automatic enrolment to a fantastic workplace pension scheme
* Free onsite gym and swimming pool!
* Amazing range of professional development to support your career path
* Enhanced cycle to work scheme
* Wellbeing offering to support your physical, mental and financial health
* Up to 5 days volunteering leave or parent /carer emergency leave

All enjoyed in a Smart (hybrid) Working environment so we’re looking forward to discussing how, where and when you might work best to deliver in your new role.

**Our commitment to driving inclusion and belonging**

We are a globally reaching institution, committed to creating tangible and sustainable change in driving inclusion & belonging within our School, education and society at large.  We are dedicated to creating an environment where everyone in our community feels they belong and thrive. This is a key school priority, and we want everyone who joins LBS to feel respected, welcomed, and heard.

***Please note we start screening CVs and interviewing candidates from the start of a campaign. A successful candidate could progress to offer before the advertised closing date. We encourage you to apply as soon as possible if you are interested in any roles.***