



Trellis Events Assistant

£3,000 set fee

Deadline for applications: 10am, Wed 28 January 2026

Overview

UCL Cultural and Community Engagement, based at UCL East campus, are looking for an Events Assistant to support development and delivery of a one-day symposium in April 2026. The symposium will explore the potential for multidisciplinary collaborations to generate new ways of knowing, doing and being, and forms part of a programme of activities reflecting on and developing [Trellis](#) – a knowledge exchange programme run by the team for the past 8 years.

Reporting to the Community Engagement Manager, the Events Assistant will support development of the symposium programme, liaise with speakers and contributors, co-ordinate logistics, manage bookings, support on-the-day delivery, and assist with evaluation of the event. Their work will ensure the event runs seamlessly, is accessible for all attendees and contributors, achieves its aims and objectives, and that learnings are captured.

Context

UCL Cultural and Community Engagement is part of the Vice Provost's Office for Strategy which, among other work, manages the operations and vision for the UCL East campus. The team delivers public and community engagement, and cultural programming, building an ethos of engagement throughout the new campus. Through exhibitions, events, training and funding calls, we create opportunities and provide support for UCL researchers, students, creative practitioners and east London communities to engage in mutually beneficial conversations and partnerships.

Trellis is a knowledge exchange programme that has been run by Cultural and Community Engagement since 2018. It brings together UCL researchers, artists and east London-based communities over the period of a year to share experiences and perspectives, co-create artworks and work towards positive change. Over 5 iterations it has brought together more than 180 researchers, 170 artists and communities from across Newham, Waltham Forest, Hackney and Tower Hamlets. We are currently in a period of reflecting on the successes and learnings of Trellis to date, and thinking how we can improve the model, ahead of applying for further funding to continue running the programme.

The one-day symposium will be held at Rich Mix in Shoreditch, London on Thurs 23 April 2026. It will bring together 120 UCL researchers and staff, artists, community partners and engagement professionals from the Trellis network and wider arts and higher education sectors to discuss best practice, common challenges and developments in the fields of socially-engaged practice, community engagement, co-production, and arts-based research methodologies. Through a series of talks, workshops, and round-table discussions, it will showcase and platform the Trellis 1-5 projects, as well as further examples from UCL and beyond. The day will help us to develop future iterations of Trellis but also provide the attendees with inspiration for their own projects and the opportunity to network and make new connections.

Key responsibilities:

The Events Assistant will report to the Community Engagement Manager. Working closely with them, and the wider Cultural and Community Engagement team, they will:

- Support development of the programme (e.g. managing responses to an open call for contributors and assisting with scheduling).
- Liaise with confirmed speakers and contributors (e.g. booking transport and accommodation and assisting with briefing and payment).
- Provide logistical support, including liaising with the venue and caterers, creating event plans, booking equipment and planning room layouts.
- Manage bookings via Eventbrite.
- Collate copy for the programme, and organise its design and printing.
- Organise documentation of the event (e.g. booking and briefing a photographer).
- Support on-the-day delivery of the event (e.g. registering guests, responding to queries, helping with room set-up and pack-down).
- Help ensure access requirements of the contributors and attendees are understood and met where possible.
- Help ensure the event meets all necessary Health and Safety requirements.
- Support evaluation of the event and attend a team de-brief meeting.

The Events Assistant will be expected to conduct the work in person at our office at UCL East Marshgate, Stratford, London. They will be required to attend the event in person on 23 April at Rich Mix.

Working days are flexible, however the Events Assistant will be required to work certain days as agreed with the Community Engagement Manager, based on their availability and the demands of the work.

Pay and hours

The fee for this work is £3000, based on 12 day's work total, at a rate of £250 per day. The work will take place between February and April 2026, and we are expecting the Events Assistant to work approximately one day per week. However, there is some flexibility with this, and there may be a more intense period of working close to the event. The ideal start is w/c 16 February.

We expect to appoint a self-employed individual who will be paid by invoice.

Person criteria:

Essential:

1. Excellent oral and written communication skills, with the ability to convey complex information clearly and accurately to a diverse range of stakeholders.
2. Extremely high attention to detail.
3. Experience of co-ordinating the logistics of complex events.
4. Experience of briefing and liaising with suppliers and event contributors.
5. Excellent team working skills, with the ability to work collaboratively as both part of a multi-disciplinary team and on own initiative.
6. Strong interpersonal skills and ability to deliver high quality customer service.
7. Proven ability to plan, prioritise, and manage a demanding and varied workload.

8. Proven ability to make inclusivity, diversity and (inter) cultural awareness core to actions and decision making.
9. Proficient in MS Office.
10. Proven ability to adhere to organisational policies and procedures.

Desirable:

11. Experience of creating events on Eventbrite and managing bookings.
12. Experience of implementing evaluation strategies.
13. An interest in socially-engaged practice and/or community engagement with research.

We encourage applications from those who are underrepresented in the sector and at UCL including but not exclusive to: non-graduates, disabled, D/deaf and neurodiverse people, LGBTQ+ people, people from Black, Asian and global majority backgrounds – especially women. We also welcome applicants from a range of educational backgrounds and do not ask for any formal qualifications.

Application process

Deadline for application: 10am, Wednesday 28 January.

If you are interested in this role, we would like to invite you to apply by sending us:

1. A short-written expression of interest, no more than 1 side of A4.
2. Your CV or a list of relevant past projects you have worked on.

In your written expression of interest please include:

- How you fit the person criteria based on your previous experience.
- Why this project is of interest to you.

You are welcome to include links to further information online but please ensure that the information about how you fit the criteria is explained in your written application.

If there is any way that we can make the application process more accessible for you and so easier for you to take part in, please just let us know. You can contact Mel on melanie.j.davies@ucl.ac.uk.

Shortlisting and interview

Your application will be read by the interview panel and if successful you will be invited to an interview on **Tuesday 3 February**.

The interview panel will include:

- Mel Davies, Community Engagement Manager, Cultural and Community Engagement, UCL East.
- Paris Hyman, Events Coordinator, Cultural and Community Engagement, UCL East.

Further information

If you have any questions about this role, please contact Mel Davies at melanie.j.davies@ucl.ac.uk.