

**Job Title:** Events & Conversion Officer (Part-Time)  
**Location:** Futureworks, Manchester  
**Reporting to:** Head of Marketing & Recruitment  
**Working hours:** Flexible (0.5 FTE)  
**Pay:** £28,000 p.a. (£14,000 pro rata)  
**Application closing date:** 4<sup>th</sup> January 2026  
**Start Date:** ASAP

### **Company Info**

Futureworks is a leading provider of university education in Sound, Music, Film, Television, Games, Animation and Visual Effects. Based in the centre of Manchester our premises boast state of the art studios and high-spec production facilities built to industry standards. Futureworks degree courses are delivered by experienced professionals, and our excellent links with industry employers mean students benefit from exciting guest lectures and fantastic opportunities to gain experience on real-world projects.

At Futureworks we are committed to diversifying the creative industries, higher education and STEM. We wish to tell untold stories and to hear unheard voices through music, gaming, art, film and media. As an equal opportunity employer, we value the unique contribution and perspectives of a diverse workforce and one that reflects the lived experiences of our students.

### **Key Role and responsibilities**

- Plan and deliver outreach programmes (summer schools, clubs, workshops) to raise aspirations and diversify creative industries.
- Coordinate activities for looked-after young people to promote higher education awareness.
- Build partnerships with external organisations and charities.
- Develop initiatives to encourage applications from diverse backgrounds and support new students.
- Assist Student Ambassadors in running societies for underrepresented groups.
- Represent Futureworks at open days, UCAS events, and careers fairs.
- Monitor and evaluate widening participation projects through feedback and reporting.
- Collaborate with internal teams and external stakeholders to deliver engaging events and activities.
- Lead organisation of Futureworks events and ensure excellent visitor experience.
- Support admissions processes, including UCAS and Clearing.
- Provide reports and analysis on recruitment and conversion data.
- Contribute to marketing materials and event collateral design.

As this post involves work with young people under the age of 18, the post holder will be required to undergo a Disclosure and Barring Service (DBS) check.

## Essential Criteria

Application candidates are expected to have all of the following:

- HNC/HND level qualification (or above) and/or relevant experience.
- Experience of designing and delivering engaging events for young people.
- Excellent communication and interpersonal skills.
- Ability to persuade and influence, effectively network and develop successful working relationships with a wide range of people.
- Strong administrative capabilities and attention to detail.
- Ability to uphold and adhere to company policies and procedures in a professional manner.
- Knowledge of the Higher Education sector and current issues around widening access.
- Access to own vehicle or comfortable with public transport and a willingness to travel to events and activities on a daily basis.

Please note that although the post holder will generally work their contracted hours Monday – Friday, it will be necessary to take part in events which may occur during weekends and evenings or require some travel outside of these hours.

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Applications should be in the form of a CV and covering letter and addressed to the Head of Marketing and Recruitment quoting reference **ECO021225**. Applications can be sent via email to [work@futureworks.ac.uk](mailto:work@futureworks.ac.uk) or via post to:

Head of Marketing and Recruitment  
Futureworks, Riverside, New Bailey Street, Manchester, M3 5FS