



Opportunities from the bulletin also feature on our Instagram: @qehs_sixth_form

We ask students and their parents to research fully any opportunities advertised in the bulletin to ensure they are happy with the organisation they are linking with and its value for money if there is a cost.

Notices

Year 12

Date for the diary

Monday 8th November, Year 12 Day: Keeping safe, well & productive

Year 12 & 13

Debating Society

On Monday 1st November Judge Jonathan Holmes will deliver a talk to the debating society.

The title: *Civis Britannicus Sum? A discussion on the right of the UK government to remove citizenship.*

Judge Holmes is an expert on the deprivation of citizenship and lectures other judges on the topic. The discussion will take place in the school assembly hall from 12.40pm on Monday 1st November.

University: Super-curricular

You may be interested in these upcoming events.

Year 12 & 13

The UK Higher Education Expo!

Looking for information on Higher Education courses? This online event highlights Higher Education opportunities and offers information from Universities across the UK. Visiting this event will allow you to have live 1-2-1 conversations with representatives from Universities across the UK, as well as download resources and attend workshops with live Q&A's!

Date: 24th November 2021

Time: 11am – 6pm

Entry: FREE

Click this link to register for free - <https://ukhex.vfairs.com/en/register>

Note: You may not miss lessons to attend but can attend in your non-contact time.

Years 11, 12 & 13

You may be interested in these online talks in the coming weeks:

History

- **November 3 @ 12:45 - 13:45** History: Why Did Alternatives to Appeasement Fail? British Foreign Policy, 1935-39 - Goldsmiths (KS5) [Find out more »](#)
- **November 10 @ 10:30 - 11:15** COP26 Humanities: Researching Weather, The Environment & Climate Change - UEA (KS4 & KS5) [Find out more »](#)
- **November 11 @ 12:45 - 13:25** COP26 History: COP in Context - A Historian's Guide to Diplomacy - UEA (KS4 & KS5) [Find out more »](#)
- **November 15 @ 11:20 - 12:20** History: Opium War & The Making of Modern China - Warwick (KS5) [Find out more »](#)
- **November 17 @ 14:15 - 15:15** History: The Path to Independence in India - Goldsmiths (KS5) [Find out more »](#)

- **November 29 @ 09:10 - 10:10** History: Why Did It Take So Long For Women To Get The Vote? - Warwick (KS5) [Find out more »](#)
- **December 1 @ 16:15 - 17:15** History: The Unexpected History of the Pink Pound - Goldsmiths (KS5) [Find out more »](#)

Business and Economics

- Updated talk: **November 3 @ 11:15 - 12:15** In two interactive half hour talks, Professor Duncan Watson at UEA will begin by discussing whether traditional economics is capable of creating market-based solutions to pollution problems, exploring the value of standard externality analysis and whether global warming demands a more radical solution. Duncan will then be followed by Nottingham whose talk details will appear on the link below imminently.
insight4me Economics: Externalities & Government Intervention with UEA & Nottingham (KS5) [Find out more »](#)

These talks related to Business and Economics have already been publicised in a previous bulletin:

- **November 2 @ 11:15 - 12:15** COP26 Behavioural Economics: Economists vs. Humans - UEA (KS4 & KS5) [Find out more »](#)
- **November 4 @ 14:15 - 15:00** COP26 Responsible Business & Marketing - Creating Sustainable Futures - UEA (KS4 & KS5) [Find out more »](#)
- **November 11 @ 10:30 - 11:15** COP26 Responsible Business & Marketing - Creating Sustainable Futures - UEA (KS4 & KS5) [Find out more »](#)

Note: You may not miss lessons to attend these talks but if you are interested and unable to attend owing to lessons, please contact Channel Talent to see if you can obtain a recording of the talks. The contact form is on their website: <https://www.channeltalent.co.uk/>

Years 11, 12 & 13

Talent Talks

This [website has a range of 'Talent Talks'](#), each about 25 minutes, that cover a range of topics, such as:

- Careers in Investment Management
- Careers with PWC, Coca-Cola, Microsoft, Vodafone and more

Not Going to Uni? Local Job Opportunities

Events Conference Executive, based in Hexham

Please forward to any family or friends who may be interested:

Reconnaissance International have a vacancy for an events conference executive. They would be looking to fill the role from January 2022, based locally in Hexham, with the ability to work a couple of days from home. Please see the attached job description in **Appendix I**.

The salary rate is circa £22,000 p.a. with company pension and international travel.

Please contact Sam Burns at sam@recon-intl.com if you are interested.

Apprenticeships (remember to check <https://www.findapprenticeship.service.gov.uk/> regularly and any employers, such as the NHS, who you are particularly interested in working for).

Years 11, 12 & 13

This website has useful information if you are considering applying for apprenticeships:
<https://apprenticeship.news/>

Years 11, 12 & 13

Talent Talks

This [website has a range of 'Talent Talks'](#) that cover a range of topics, including:

- The benefits of apprenticeships over university (see the talk with the Cloud Engineer Apprentice at Severn Trent)
- Apprenticeship opportunities at the exam board AQA



JOB DESCRIPTION – CONFERENCE EXECUTIVE

Reconnaissance International (RI) provides information and analysis globally in the fields of authentication, anti-counterfeiting, currency, secure documents and holography. We currently run multiple international conferences for both clients and ourselves. In addition to this we publish six business-to-business newsletters, publish directories, industry studies, carry out consulting projects and provide the Secretariat services to the International Hologram Manufacturers' Association, the International Tax Stamps Association and the International Currency Association.

As Conference Executive, you will join a small but growing team responsible for around 10 events per year (both physical and, increasingly, virtual), helping to ensure that company revenues and reputation are maximized through effective organization and execution. You will be expected to travel internationally. Your normal place of work will be the company's offices in Hexham, but you will have the opportunity to work some of the time from home.

The role will report to Conference Managers, but will involve close communication and coordination with all parts of RI and externally, such as:

- **Director of Business Development** - for budgeting, sales
- **Sales and Marketing** – for design and production of publicity materials, planning and implementation of sales campaigns through advertising and mailshots, websites and social media
- **Digital Media and Systems Manager** – for developing and delivering online events, as well as other systems-related requirements for events
- **Finance and administration** – for customer relations and invoicing, payment of purchase invoices, purchase orders, credit control
- **External agencies** – for providers of conference-related services.

The role will involve all aspects of event management. Specific roles and responsibilities will include, but will not be limited to:

Delegates

- Manage delegate registrations, checking information and maintaining communication
- On-going delegate administration to include hotel bookings, visa issues, tour details and general correspondence.
- Support and assist where necessary with credit control.

Speakers

- Establish and maintain good relationships with speakers for all RI events.
- Set up speaker manuals, speaker checklists, collating abstracts, biographies and photographs for the website/proceedings.
- For virtual events, liaise with speakers over technical requirements, timings and rehearsals/recordings
- Maintain records of biographies and other speaker details and keep these up to date.

Sponsors/Exhibitors Management

- Prepare and distribute the Exhibitor Manual to all registered Exhibitors and ensure completion of all necessary.
- Prepare Sponsor/Exhibitor profiles for the event website and binder.
- Onsite support with all conference logistics.
- On-going administration to include credit control, booth allocation, general correspondence and ground support at events.

The right candidate will be personable, hard working, able to meet deadlines and enjoy interacting with customers. In return, you will be given the opportunity to gain varied experience, develop their role, progress to more senior responsibilities and travel internationally.

You should have a good working knowledge of Microsoft Office applications (Word, Excel, PowerPoint). Training will be provided on various systems (CMS for websites, Workbooks for CRM, Spotler for marketing, Cvent for event management). Attention to detail, the ability to communicate verbally and excellent written skills are essential, as is the ability to travel overseas. The ability to speak languages other than English would be useful, as would a qualification or some experience in event management.