



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.

University: Super-curricular

You may be interested in these upcoming events.

Please note: We have been asked by the universities to share their outreach activities with you. To find out more about a university use university league tables and to research the course area you are interested in at a specific university use <https://discoveruni.gov.uk/> where the views from the most recent graduates on their degree experience have been sought.

Years 11, 12 & 13 Springpod - Virtual Work Experience

Springpod and Northumbria Healthcare NHS Foundation Trust have partnered up to provide students aged 13-19, a fantastic programme that'll show you what's out there within the vast and varied world of medicine and will help you prepare for taking your first steps into this career.

This will be launching on **Monday 11th April 2022 with 225 spaces available.**

This programme will cover everything from an introduction to the different specialities of medicine, and insight from current doctors on their working week, to tips on how you can best prepare for medical school interviews and admissions tests! Students will have the chance to take part in some great quizzes and amazing activities, and even have the chance to speak to leading industry experts along the way!

For more information, click [here](#)

Years 11, 12 & 13 INSIGHT Public Lectures by Newcastle University

INSIGHTS Public Lectures will return to live audience events after the Easter Break. Tickets for lectures will remain free of charge, but **pre-booking is now required**. Bookings for lectures will open at 10.00am one week before the event.

For anyone who would like to continue watching INSIGHTS lectures online, a recording will be available to watch on the [Past Lectures](#) page one week after the event.

- **Tuesday 26 April, 5.30pm (Bookings open 19 April)**
[The state of our Universe](#)
Professor Edmund Copeland, University of Nottingham
- **Wednesday 4 May, 5.30pm (Bookings open 27 April)**
Edward Heath Lecture:
[Britain and China, 1972-2022: Fifty years of handling Asia's new superpower](#)
Lord Patten of Barnes
- **Tuesday 10 May, 5.30pm (Bookings open 3 May)**
Jack Jeffery Lecture:
[People powered: what if people, not technology, are the answer to the climate crisis?](#)
Dr Katy Roelich, University of Leeds

Click on the links to book.

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).

Year 11 **Year 13** **Production Chef Apprenticeships**

Both the County Hotel in Hexham and the Angel Inn of Corbridge have opportunities for Level 2 Production Chef Apprentices. There are four vacancies for the County Hotel and one for the Angel Inn, all excellent opportunities with room for progression or permanent employment. For more information, please visit the links below:

[County Hotel Apprenticeship](#)

[Angel Inn Apprenticeship](#)

Beyond Sixth Form

Years 11, 12 & 13 **University v Apprenticeships - What's more valuable today?**

Gen Z Talks and Not Going to Uni are co-hosting a fantastic event at 12pm on 20th April, comprising of networking, empowering talks and an entertaining debate focused around university and apprenticeships.

For more information, click [here](#)

Careers

Year 13 **Employment Opportunity in Hexham – Conference Executive**

Reconnaissance International provides information and analysis globally in the fields of authentication, anti-counterfeiting, currency, secure documents and holography. There are currently recruiting for Conference Executives based in Hexham with opportunity to travel. Please see Appendix 1 for full job description.

To apply, please send a covering letter and CV to sam@recon-intl.com

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.