

Job Description

Job Title: Commercial Events and Lettings Manager

Responsible to: Head of Facilities Management

Job Summary: To administer and co-ordinate external letting hirers and events for St. Andrews Prep School & Eastbourne College.

To manage the Box Office for all College and some outside events in the Birley Centre and other theatre spaces at the College.

To assist in the administration and coordination of other commercial activities, including Easter and Summer Lets programmes & to manage the College's own branded initiatives, such as the 'Spark' programme of holiday day and residential camps.

Duties and Responsibilities:

- To be the focal point for initial enquiries and coordination of external functions and events taking place at the College, including arranging support provided and the maintenance of standards.
- Taking bookings and dealing with enquiries for all external bookings of sports facilities. Liaising with appropriate Directors of Sport, Heads of PE and others where necessary over the use of facilities during term time. Ensure appropriate safeguarding arrangements are in place with hirers for term time bookings. Confirming bookings and producing invoices.
- Maintaining and developing information on College accommodation and facilities for marketing to external clients.
- Arranging for publicity of events taking place in the theatre/studio and promoting them both externally and internally in conjunction with the sponsor of the event.
- Taking bookings and dealing with box office enquiries from the general public for productions.
- Welcoming, registering and assisting visitors and guests to theatre productions, events and conferences as required.
- Liaising with conference, event and summer programme organisers on requirements. Liaising with internal departments. Preparing materials for visitors (e.g. accommodation forms and information sheets).
- Ensure events and activities comply with the school's safeguarding policy and access to visitors policy. This generally means ensuring Venue Supervisors have been arranged to work at events where members of the public may interact with pupils.

- Ensure venue supervisors receive induction training to carry out their duties, including safeguarding, fire safety, evacuation and other emergency matters.
- Provide management, administrative and operational support to College brand initiatives.
- Lead on initiating Spark holiday programmes and their promotion and marketing with the support of the marketing dept. Manage bookings and arrangements for Spark delivery with the Spark lead. Seek approval from the Head of FM and/or Dep Head (co-cu) Spark expenditure and arrange payments of invoices related to Spark.
- Seek feedback from hirers and evaluate individual and broader commercial hirers.
- Supply the Bursary and other departments with management information and data to assist them with measuring financial performance, community engagement and, for own brand initiatives, to assist with pupil recruitment.
- Deputising for the Head of Facilities Management in his absence.
- Other duties, within the scope of this position that may be required from time to time.

Safeguarding duties

- The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact will be to adhere to and ensure compliance with the School's Safeguarding and Child Protection Policy Statement and staff code of conduct at all times.
- The post holder will be engaging in regulated activity. There are particular safeguarding issues requiring attention for this post.
- In this particular post, there is unlikely to be a large amount of contact with pupils but there are connected responsibilities, including site security, sensitive handling of data, and professionalism. However, the responsibility remains to be aware of safeguarding procedures and occasional need to operate safely with pupils and in adherence to the policy and code of conduct.'
- If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School they must report any concerns to the School's Designated Safeguarding Lead or, if they are the School's DSL, to the Headmaster and relevant agencies.

Person Specification:

- Experience of working in an events sector.
- Good organisational and administrative skills.
- Ability to identify and support the needs of hirers ('customers').
- The ability to write clear and concise English without resource to jargon or acronyms.
- Good verbal communication skills and ability to engage with a broad range of internal and external individuals and stakeholders.

- Experience of a consultative work culture and team based working.
- Familiarity with IT software such as Microsoft Office apps, Teams, basic box office software, online ticket selling software, and the internet.
- Smart and presentable with a calm, confident, positive outlook.
- Willingness to adopt a 'hands on approach' as required.
- Flexibility with hours, including occasional evening and weekend work.
- Driver preferred due to occasional need to travel between schools.

Terms and Conditions

Salary: £28,800 pro rata

Hours of Work: The position is advertised as a job share arrangement.

The new appointee will work 18.75 hours per week, over 2 full days and 1 half day.

Ideally, the candidate will work full days on Tuesdays and Fridays and half a day on a Wednesday. There is some flexibility with the existing post-holder in finalising the weekly work pattern. A hand over will need to be arranged for Wednesdays as well.

Normal working hours are 9.00am to 5.00pm with 30 minutes unpaid for lunch.

Occasional evening and weekend work will be necessary to cover box office and event management requirements for which time off in lieu shall be taken. Evening work will primarily be for Theatre productions, arising up to 30 times per year. Both job-share post-holders will be expected to agree to a sharing of the occasional evening and weekend event responsibilities.

Holiday: A total of five weeks per annum, plus Bank holidays. Due to the Lettings periods at Easter, July and August, holidays may only exceptionally be taken during these times by prior agreement with the Head of Facilities Management.

Pension Scheme: After three months' service you may be automatically enrolled into the Eastbourne College WorkSave Pension Scheme (details are available from the HR Department), depending on your level of earnings, however you may also choose to opt into the pension scheme. The College will contribute 5% of your gross salary and you must contribute 3% also. You may choose to opt out of the pension scheme.

Other Benefits: Life Assurance
Employee Assistance Program
Lunch during normal working hours plus tea, coffee, fruit and biscuits
Free use of Charity facilities including pool and gym
Free tickets to College productions
Easy public transport connections and free parking
Stunning location.

Safeguarding Statement and Equal Opportunities

Eastbourne College (Incorporated) is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The appointment is subject to an enhanced DBS check, pre-employment medical questionnaire and positive references.

The post is exempt from the Rehabilitation of Offenders Act 1974 and the Charity is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children.

Eastbourne College (Incorporated) welcomes applications from all sectors of the community as we aspire to attract staff that match the social and cultural diversity of our pupil intake. We consider the most important factor to be the right skills, abilities and attitude for the job, which will ultimately improve the wellbeing and education of the pupils.

Application Process

To apply, please follow the link below to complete the required application form:

www.cognitoforms.com/EastbourneCollegeIncorporated/EastbourneCollegeSupportStaffApplicationForm

Alternatively, visit www.eastbourne-college.co.uk/contact/employment-opportunities/ and click the '**Apply Now**' button.

A letter of application and an up-to-date CV may be uploaded with this online application form.

For further information, please contact Marian Piper, Recruitment & HR Projects Manager, by email: hr@eastbourne-college.co.uk or tel: 01323 452239.

Applications should be received by no later than **25 September 2022**.

All candidates will be contacted shortly after the closing date with interviews taking place at the College during week commencing 3 October 2022.

Updated: Sept 2022