

Job description

Job Title: Event Co-ordinator (12 month fixed term contract)

Responsible to: Director of Marketing and Admissions (DMA).

Day to day you will be working very closely with the marketing lead for Eastbourne College. This role will be cross charity and therefore you will work closely with the St Andrew's marketing lead when required.

Job Summary: You will be the event lead for events driven primarily by marketing and admissions for Eastbourne College but also St Andrews when there is no team capacity (for example if team are absent or multiple projects happening simultaneously). The events will vary between physical and virtual, engage multiple audiences from prospective parents to prep heads and take place on and off site. This role is responsible for the gold standard delivery of events.

Duties:

Event planning, management and delivery:

- Working with the DMA, marketing leads and admissions, responsible for the creation and ongoing review of the 12-18 month event plan to align with our commercial goals
- Responsible for market review
- Responsible for all event research
- Lead the preparation and delivery of a diverse and wide range of events, including
 - school milestone events (open days, Speech Day)
 - prep school engagement
 - sponsor events
 - taster days
 - third party events (eg Independent Schools Show, London)
 - community based events eg swimming gala, junior chess
- Act as the main liaison for all teams / suppliers involved in the successful delivery of an event
- Acting as an ambassador for the Charity in a customer-facing capacity during events
- Assist with the preparation of relevant material for events we host but also participate in
- Responsible for the administration of all events (pre, during and after)
- Record and track all event costs and expenses.

Marketing (Eastbourne College only):

- Maintaining a schedule for the in-house screens at Eastbourne College to promote key messages (including video, images and copy) , namely in the Winn building reception and the Pavilion screen (and occasionally in the dining hall)
- Liaising with a range of external suppliers and ordering a range of branded items e.g. water bottles, banners, outdoor flags etc.
- Assist the marketing lead with the briefing of graphic designers for event material
- Maintaining the display of promotional materials at locations around Eastbourne and with our third party sponsors, e.g. Beresford, Saffrons, ERFC etc.
- When required support the DMA and marketing lead in delivering wider marketing initiatives.

Key qualities:

- We operate as a small team – and the successful candidate will be expected to maintain a ‘can-do’ positive attitude, be flexible to changing demands in a fast-paced environment, and be easy to get on with
- Dynamic, self-motivated, and clear communicator
- Exceptional attention to detail
- Results orientated, highly organised and able to prioritise workloads with competing priorities and deadlines.

Requirements:

- Experience in event management and planning
- Experience of managing multiple projects and stakeholders
- Excellent written skills
- Strong IT skills
- Strong inter-personal skills
- Be numerate and have the ability to work with budgets and spreadsheets with ease.
- Proven ability to work to schedules, tight deadlines and be highly organised;
- Excellent level of detail / accuracy

Beneficial but not essential:

- Salesforce experience
- Education sector experience

Safeguarding Statement and Equal Opportunities Statement

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Safeguarding and Child Protection Policy Statement at all times.

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 s/he must report any concerns to the School's Designated Safeguarding Lead or, if he/she is the School's DSL, to the Headmaster and relevant agencies.

Eastbourne College 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 enhanced DBS check, pre-employment medical questionnaire and positive references.

Eastbourne College Incorporated is committed to the provision of equal opportunities in employment and accordingly wishes to ensure that no job applicant is treated less favourably on unjustifiable grounds.

Terms and conditions:

Salary: Dependent on skills and experience.

Hours: 37.5 hours per week per week (9-5), Monday to Friday.

Term time only can be explored and the salary will be pro rata. This will be determined on the earliest and latest date of school / college academic year

'Out of hours' events will require occasional attendance and time off in lieu (which can be during College holidays) will be given

Holiday: Five weeks annual leave plus Bank Holidays to be taken by during school / college holidays by agreement with your line manager (unless term time only in which case pay is included in your salary).

Other benefits include:

- Meals during normal working hours
- Annual pay review
- Use of Charity facilities
- Free tickets to Charity productions

Application process:

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

www.cognitofirms.com/EastbourneCollegeIncorporated/EastbourneCollegeSupportStaffApplicationForm

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

An up-to-date CV and covering letter evidencing your suitability for the post against the job description and person specification described above may be uploaded with this online application form.

For further information, please contact Human Resources Department by email: hr@eastbourne-college.co.uk or tel: 01323 452239.

The closing date for applications is noon on **Friday 9 July 2021**