

Job description

Job Title: Event Co-ordinator

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

Job Summary: You will be the event coordinator for events driven primarily by marketing and admissions and when possible the wider charity. 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, Campaign and Marketing Lead, Admissions and External Relations, 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

- 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 team lead with the briefing of graphic designers for event material when required

- Maintaining the display of promotional materials at locations around Eastbourne and with our third party sponsors, e.g. Beresford, Saffrons, ERFC etc.
- When required deliver wider marketing initiatives.

Safeguarding

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.

The post holder will be engaging in regulated activity.

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

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 appropriate child protection screening, including checks with past employers and the DBS.

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 well-being and education of the pupils.

Terms and conditions:

Salary: circa £20,000 dependent on skills and experience.

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

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

Pension: 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 in to the pension scheme. The Charity will contribute 5% of your gross salary and you will be expected to contribute 3%. You may choose to opt out of the pension scheme.

Holiday: Five weeks annual leave plus Bank Holidays by agreement with your line manager

There is a non-contractual paid break over the Christmas period which is at the discretion of the Chief Operating Officer dependent on when Christmas and New Year falls where there is no requirement to work.

Other benefits include:

- 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

Application process:

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

www.cognitofirms.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 should 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: 01 323 452239.

We reserve the right to withdraw this vacancy before the closing date if we are successful in finding an appointment.