

**Job Description**

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| **Job Title: Events Officer** | **Post holder :** | | |
| **Reporting to: Development Director** | | | |
| **Main Purpose of Role/Overview :**  To plan, organise and run an outstanding events programme in accordance with the strategy agreed with the Development Director with a view to presenting a vibrant and interesting choice of events to the College’s alumnae and to encourage our former students to participate and to continue to be involved with the College and its community. | | | |
| **Main duties and responsibilities** | | **standards of performance: to apply to Accountabilities and Task Responsibilities** | |
| **Accountabilities:**   1. To represent Newnham as a professional and modern organisation. 2. To liaise with other departments across College to enlist their support and co-operation in running a smooth and seamless operation. 3. To take personal responsibility, with the support of the Development Director and the rest of the team, for the professional planning and running of alumnae events. 4. To act professionally, honestly and with integrity. 5. At all times to act as an ambassador for the College. | | 1. The highest standards of accuracy – attention to detail is critical. 2. Pleasant and persuasive ability to take others along with them with a view to delivering outstanding events. 3. Ability to manage a wide range of people of different ages and with different backgrounds – some academic and some not. 4. Ability to show initiative and leadership yet happy to be guided by others with experience. 5. To demonstrate a high level of resilience in an exciting yet demanding role. 6. Efficient organisation, planning and management of a number of events at any one time in a fast paced environment. 7. A calm approach to multi-tasking and ability to be nimble and flexible. | |
| **Task responsibilities:**   1. To forward plan (and update regularly) an interesting, full and varied annual Events Programme in liaison with the Development Director and in conjunction with the College Diary, whilst taking into account workloads within the Development Office. 2. To maintain all schedules for events within the office on a central record and to work out lead times and dates for action with a view to ensuring realistic and professional management within the overall workload. 3. Under the supervision of the Development Director to draft invitation letters and booking forms using excellent grammar and clear language. 4. To organise mailings and mail merges in connection with events. 5. To issue email invitations where appropriate. 6. With the help of the College IT Department, to set up online booking arrangements where possible with the aim of streamlining the booking process and ensuring accuracy. 7. To process all applications for events. 8. To make all necessary entries on the Raisers Edge Database to ensure an accurate record is kept of attendees to all events, including feedback or correspondence. 9. To deal with telephone and email enquiries in relation to events. 10. Accurately to carry out the administration of the event including, but not limited to:     1. Recording any special requirements.     2. Preparing short biographies, information booklets and attendee lists for circulation.     3. Producing name badges and place names.     4. Providing welcome packs for attendees for reunion weekends. 11. In liaison with the Development Director or Deputy Development Director to prepare table plans for the events. 12. Together with the Development Director and other members of the team, to attend events where required and act as host on behalf of the College. 13. In liaison with the Development Director, to handle any follow up or feedback required. 14. To manage the website pages relating to events and to upload a report on each event onto the alumnae pages of the website including photographs. 15. To provide draft reports on events for the College Newsletter and to work with the Communications Director in relation to reports on events for the College website, e-newsletter and other publications 16. To assist with other alumnae relations work such as communications and mass emails. 17. Supporting others within the team where additional help needed as appropriate as part of a busy team concerned with alumnae relations fundraising for the College and contributing to the day to day functions of the office. | | |  |
| The above is not an exhaustive list of duties. The post-holder may be asked to take on different tasks as required and all employees are expected to work collaboratively to support the overall work of the College. | | | |
| **Significant internal/external relationships:**   1. The appointee will be expected to develop excellent relationships with all other college departments involved in delivering events: this will include the catering team, conference team, IT, housekeeping team, the porters, the bursary, the gardening team, the Director of communications and the principal’s PA. 2. The appointee will be part of a busy and supportive team. 3. The appointee will be under the direct line management of the Development Director, herself an alumna of Newnham College. 4. The appointee will develop relationships with key alumnae, including the College’s alumnae association committee – the Roll Committee. | | | |

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# Person Specification

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|  | Essential | Desirable |
| Qualifications, experience and  background | * A minimum of GCSE English Language and Maths at grade A. Educated to A-level standard or equivalent experience. | * Educated to degree level or equivalent experience |
| Specific knowledge/skills  (technical) | * Experienced user of Microsoft packages including Word, PowerPoint, Outlook and Excel spreadsheets * Excellent administration skills, prioritisation and planning of work to meet firm deadlines * Excellent standard of written English with accurate spelling and grammar | * Raisers Edge experience |
| Personal attributes | * Ability to take instructions and then develop them into a full plan for events * Ability to prioritise competing demands * Ability to pay attention to detail – this is critical * Excellent communication skills * Pleasant telephone manner * Helpful and friendly approach when working with a wide range of people * Ability to work calmly and accurately under pressure * Professional proactive approach * Resilience |  |
| Team and management skills | * Ability to work individually with initiative but also to contribute to a team |  |
| Other | * A willingness to work flexibly within a fast changing environment where 8-10 weekends’ work a year will be necessary |  |

**Main Terms and Conditions of Employment:**

The appointment is subject to an initial probationary period of six months, which may be extended at the College's discretion.

The post is full-time based on 37.5hours per week, Monday to Friday. In addition, as is customary for an events officer, the person will be required to work at events in the region of 8-10 weekends a year and there will be occasional evening work. Work at the weekend and outside normal hours will normally be compensated by time off in lieu. The salary, according to qualifications and experience, will be equivalent to point 34-41 on the University's Single Spine, for which the present rate is £25,298- £31,076 per annum.

Holiday entitlement will be 25 days per year, plus 8 public holidays. It may be necessary to work on public holidays which occur during Term time.

Under the rules of Auto Enrolment the post holder will be enrolled in the Universities Superannuation Scheme.

The post is subject to the Newnham College Staff Handbook and Policies & Procedures; dated June 2016 and subsequent updates which may be amended by the College from time to time.

The post-holder will be entitled to one free meal per day when on duty (when the catering

Department is open).

A car parking space will be provided.

Offer of employment: any offer of employment will be made subject to references satisfactory to the College and proof of your ability to work in the UK.