# Job Description

**Job Title:** 150th Anniversary Events Manager - fixed term  
**Post holder:** new post

**Reporting to:** Principal initially and then Development Director

## Main Purpose of Role/Overview:

Newnham College marks the 150th anniversary of its foundation in 2021/2 and is planning a comprehensive programme of events and activities to maximise engagement opportunities associated with this significant milestone in the College’s history.

The programme will integrate one off flagship celebratory occasions (to include a lecture series, summer festival and ball) with the regular programmes of alumnae, student, staff and Senior Members events, united under a single ‘150th Anniversary’ banner.

The 150th Anniversary Events Manager will have a key role both in the creation and development of an innovative and engaging programme of events, and in ensuring the seamless co-ordination of activities, communications, anniversary branding and budgets across stakeholder groups and audiences.

## Main responsibilities duties and standards of performance

- **Programme content creation**
  - Identify key project stakeholder groups (likely to include, but not limited to, Governing Body Fellows, students, other Senior Members, alumnae and staff) and work with them to develop an engaging programme of activities associated with the 150th programme.
  - Assist with the creation of content for events, including identification of appropriate and attractive speakers, to ensure an innovative and stimulating programme which will attract a wide range of audiences.

- **Project management and delivery**:
  - Prepare and implement a detailed project plan which identifies all strands of activity associated with the 150th anniversary and appropriate deadlines for programme delivery.
  - Work closely across the stakeholder groups to ensure smooth co-ordination of events and activities, including identification of target audiences and appropriate publicity, ticketing and communications plans.
  - Work closely with the Development Director, Communications Director and Alumnae Events Manager to ensure consistent messaging and branding around the 150th anniversary that is consistent and complementary to Development and Communications activity taking place in parallel with the 150th celebratory programme (in particular forthcoming fundraising campaign preparations). This is likely to include the development of a time-limited 150th anniversary microsite.
within the existing College website, for which the post holder will take responsibility.
- Provide advice and support to colleagues on processes and prioritisation of project tasks, as well as identification of risks.

**Financial management**
- Assist the Principal and other key stakeholders with the financial scoping required as part of the 150th anniversary project planning and preparation of associated budgets.
- Once agreed, manage and monitor these budgets. This will include regular financial reporting of expenditure and income arising from strands of the 150th anniversary programme.
- Manage contractual and payment processes for contributors and contractors as required.
- Handle reimbursements and expense payments as required.

**Administrative support**
- Administrative support for relevant committees (including but not limited to High Table Committee, Development Strategy Group and associated 150th anniversary working group(s)) including production and distribution of papers, minute-taking and record keeping relating to 150th programme activity.
- Organisation of travel arrangements for event speakers, alumnae volunteers etc.
- Capture interactions with alumnae, students and Senior Members on the alumnae database (Raiser’s Edge). This will involve some direct data entry, and close liaison with the Alumnae Events Manager and Alumnae Database Officer to identify appropriate methods of data capture, particularly of events bookings and interactions with key alumnae volunteers.

The above is not an exhaustive list of duties. The post-holder may be asked to take on different tasks as required, in order to fulfil delivery of a coherent and integrated anniversary programme.

**Significant internal/external relationships:**
- Principal and Governing Body Fellows
- Development Director, Alumnae Events Manager and other Development Office colleagues
- Communications Director
- Other Senior Members, students, staff and alumnae of the College (including Honorary Fellows and Fellows Emeritae)
Person Specification

- Educated to first degree level or with demonstrable equivalent professional experience.
- Experience of managing multi-stakeholder projects.
- Experience of developing and delivering complex events programmes.
- Experience of website content development and management.
- Excellent organisational skills, prioritisation and planning of work to meet deadlines.
- Excellent IT skills, including Microsoft Office, ideally with experience of using specialised project management software.
- Creative flair and the ability to generate ideas.
- Numerate with experience of developing and managing budgets.
- Able to work independently toward project deliverables and deadlines, to take initiative and offer support to others as required.
- Positive attitude to work, excellent attention to detail and pride in getting things right.
- Excellent command of the English language, both written and oral.
- Able and prepared to work outside of normal hours when necessary.

Main Terms and Conditions of Employment:

The appointment is for a fixed period up to August 2022. The appointment is subject to an initial probationary period of three months, which may be extended at the College's discretion.

The post is part-time based on 22.5 hours per week, Monday to Friday. The salary will be equivalent to points 39 on the University's Single Spine, for which the present rate is £18,565 per annum (£30,942 FTE).

Holiday entitlement will be 25 days per year, plus 8 public holidays (pro rata). 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; 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). Car parking near the College may be available.

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.