

## Events Manager (*Mat Cover*)

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The main aim of the role is to provide support for the administrative and sales aspects of the Director of Events role during a period of maternity leave. This role is expected to start in early September 2019 and will terminate as soon as the post-holder returns from maternity leave.

This role is suitable for a hands on co-ordinator, who is dynamic and eager to ensure a high level of customer satisfaction. The role is incredibly diverse and needs someone who can not only manage their own time but plan in advance and work well under pressure to meet event expectations.

### Key Duties and Responsibilities

- Respond to new external enquiries received by the school, liaising as required with school departments when considering new booking requests;
- Act as the main point of contact for queries relating to existing bookings;
- Provide accurate, timely information for all enquiries;
- Ensure information regarding events is circulated internally as required to allow successful delivery of events;
- Hold client meetings as may be required from time to time;
- Manage external supplier relationships as required;
- Liaising with the Operations and Catering Managers, to support external events as needed to ensure they are delivered in a timely and efficient manner within agreed budgets;
- Communicating, maintaining and developing client relationships to ensure repeat business;
- Co-ordination with the operational and administrative functions to ensure events are delivered efficiently;
- Ensuring that all invoicing is undertaken promptly and accurately, recording all information as required for budgeting and monitoring purposes;
- Support key school events as required.

### Across all events

- Ensure excellent customer service and quality delivery at all times
- Being responsible for all event budgets from start to finish

### All staff are expected to

- Develop and maintain professional, productive relationships with all members of staff within the School.
- Commit to professional development through participation in the School's CPD events and training appropriate to the job role.
- Be aware of equal opportunities and to demonstrate these principles in all aspects of work.
- Comply with and promote the School's Safeguarding (including Prevent), Data Protection and Health and Safety policies and procedures and to undertake training as and when necessary.
- Work in the interests of pupils and in accordance with the School's policies and values.
- Be aware of your responsibility for promoting and safeguarding the welfare of children and young people whom you have contact with during the course of your duties.
- Undertake such other duties as required, commensurate with the grade of the post, as may be reasonably required.

## Person Specification

### Essential

- Relevant experience working within a press office or other marketing environment
- Excellent written and oral communication skills
- Excellent interpersonal skills with a diverse range of clients
- Excellent organisational skills
- Flexibility to support events as needed
- Keen eye for detail
- Professional attitude and approach to working at all times
- Ability to multi-task and adapt to changing priorities
- Bias for action
- Be a proactive team player
- Stay calm under pressure and work to deadlines
- Reliable
- Be an outstanding ambassador for the College

The post-holder may be required to perform duties other than those given in the job description for the post from time to time. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed.

### Hours

It is expected that the normal hours would be based on 22.5 hours per week during normal business hours, although flexibility will be required to undertake these hours at different times to support events in evenings and weekends as needed.

### Variation to this Job Description

This is a description of the job as it is at present, and is current at the date of issue. The job description will be renewed and updated as necessary to ensure that appropriate revisions are incorporated, and that it relates to the job to be performed. This process would be conducted through consultation. You are expected to participate fully in the College's Professional Development and Review (PDR).

### To apply

Please complete the TES application form by clicking "quick apply". Please also email covering letter detailing your suitability for the post to Mrs Hannah Boydell at [HR@rendcombcollege.org.uk](mailto:HR@rendcombcollege.org.uk)

Please note, applications will not be considered without a covering letter **and** application form.

**Application closing date: Wednesday, 31 July 2019**

**Interviews: Tuesday, 13 August 2019**

*No agencies please  
We reserve the right to withdraw vacancies at any time*