

Events Manager

Creative Education Trust

June 2024



*Creative
Education
Trust*



Dear Colleague

Thank you for your interest in the role of Events Manger at Creative Education Trust.

Our network consists of eleven secondary and six primary academies in the Midlands and Norfolk plus a central team. Further schools are in the pipeline and our medium-term ambition is to be a trust of 25 schools.

As an academy sponsor, Creative Education Trust is focused on the quality of the educational experience it

provides for its students.

Those of us who have set up Creative Education Trust come from a wide variety of professional backgrounds in education, academia, business and the creative industries. What unites us is the desire to improve educational prospects and life chances for children who have not always had the schools they deserve, nor had access to the knowledge and skills that will equip them to be successful in the world they will encounter when they leave full-time education.

Our schools pursue a rigorous and continuous programme of educational improvement, but they also aim to provide pupils with a rich programme of co-curricular activities. In addition, our unique Knowledge Connected approach teaches pupils to analyse and understand their curriculum of study through the application of six key concepts, encouraging them to identify and solve problems in practical and creative ways that give them a sense that they can have impact on the world around them.

You can watch a short video on what it means to be part of Creative Education Trust, illustrating our 'Knowledge Connected' approach to learning on our YouTube channel:

www.youtube.com/user/creedacad.

Our Director of Research and Development Gwayne Webb would be delighted to discuss this role with you and is available on

Gwayne.Webb@creativeeducationtrust.org.uk

I look forward to receiving your application.

Yours sincerely,
Marc Jordan - CEO

“We are looking for a highly efficient and organised colleague to promote the Trust through successful event management.”

You can find out more at:
www.creativeeducationtrust.org.uk

ABOUT CREATIVE EDUCATION TRUST



Creative Education Trust inspires and enables young people to build successful lives on foundations of learning, resilience and employability. We believe that a rewarding educational experience and the highest possible qualifications are the best way to ensure social mobility for young people.

Creative Education Trust is a growing multi-academy trust educating over 14,500 children in England. It was established in 2010 to work in England's post-industrial cities and coastal towns: areas of economic disadvantage and with a history of academic underachievement. We transform these schools by integrating a knowledge-rich curriculum with skills and creativity.

Creative Education Trust defines creativity as the ability to find connections between the things we know and turn these connections into new ideas and action. The academic arts and the sciences, practical subjects and life skills all need this creativity, and creativity is valued highly by employers. Our staff and expert advisers use imaginative methods for linking knowledge across subject boundaries, fostering personal development and resilience and developing practical skills that prepare students for their transition to adult life and employment.



Our Mission

To give every child in our schools the best possible start in life through excellent education and wide-ranging co-curricular opportunities

Our Vision

To send out into the world educated, creative, confident and responsible young people, who can succeed in their ambitions and make their communities better places

Our Values

Ambition

We are ambitious in everything because only the best will do

Excellence

We do not stop at 'good enough'

Creativity

We connect our knowledge in innovative ways

Resilience

When the going gets hard, we up our game and reach our goal

Inclusion

Every child and every colleague matters – we will work for and with them all

Respect

We value the ideas of others and make sure all voices are heard

You can find out more at:

www.creativeeducationtrust.org.uk

Events Manager

JOB DESCRIPTION AND PERSON SPECIFICATION

LOCATION

Midlands and home based – with travel to event venues, localised storage facilities and occasionally to schools.

REPORTING TO

Director of Research and Development

HOURS

Full time, Permanent, Term Time Only (39 weeks)

SALARY

£27,000 pro-rated, actual salary

THE ROLE

Be responsible for promoting the Trust and enhancing its reputation through successful event management, stakeholder engagement, and supporting the Executive Education team members with some high-level diary co-ordination.

EVENTS – the term ‘events’ encompasses the following:

- Creative Education Trust Conferences and seminars
- Joint Principals’ / Headteachers’ meetings
- Head Office Staff Development Days
- New Academic year welcome-back days
- January Trust-wide staff development days
- Education team meetings
- Calendaring annual Education team meeting cycles, such as Academy Improvement Board meetings

Depending on scale and scope and in liaison with the hosting Director, for each event lead on the arrangement of:

- All communications, including promotional materials
- Dates and times
- Venue/s and accessibility
- Menus, refreshments and accommodation

- Invitees’ and delegates’ lists
- Programmes and supporting resources
- Guest speakers
- Décor, table decoration, seating plans and name badges
- Liaison with our staging company and photographer
- Requesting and evaluating quotations
- Raising purchase orders
- Sending, receiving and collating and reporting feedback from delegates

ADDITIONAL RESPONSIBILITIES:

- Articulate the vision of the Trust effectively
- Contribute to the overall aims of Creative Education Trust and the development of our schools
- Liaise with the Director of Research and Development and the Learning and Development Manager to ensure events remain within budget
- Design and implement innovative ways in which Directors and hosts can log event planning requests
- Introduce event guidelines and requirements to ensure deadlines are met
- Support with the quality assurance of all branding
- Maintain effective records pertaining to attendance, learning resources and feedback relative to each event
- Maintain and develop a database of key contacts and suppliers for event support purposes
- Research, identify and suggest organisations and businesses for sponsorship purposes
- Liaise with the Marketing and Communications team to communicate success stories
- Liaising with suppliers and ordering of branded resources for events
- Arrange for local-to-the-postholder Trust-funded storage of event promotional materials and resources, such as pens, folders, pads.
- Manage manual and computerised records and information

- Build constructive relationships with leaders within our schools
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- Attend events
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EXECUTIVE SUPPORT

There are currently five members of the Executive Team in the central Education Team. This postholder will be required to support those colleagues when required with the following:

- Booking travel and accommodation when it is needed
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- Occasionally registering members for courses and events they need to attend as part of their work
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- Occasionally liaising with the Director of Education to arrange meetings
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- Attending central Education Team meetings and recording agreed actions
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- Assist in arranging materials for meetings, if required
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- Undertake research and obtain information as needed to inform and advise on decision making
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This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post. The duties may be varied to meet the changing demands of the Trust at the reasonable discretion of the Director of Research and Development.

The post holder's responsibility for promoting and safeguarding the welfare of children and young people for whom they come into contact will be to adhere to and ensure compliance with the Trust's Child Protection Policy 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 Academy they must report any concerns to their Line Manager or the Academy's Child Protection Officer.

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
QUALIFICATIONS		<ul style="list-style-type: none"> • Education to degree level or equivalent
EXPERIENCE, KNOWLEDGE AND UNDERSTANDING	<ul style="list-style-type: none"> • Experience in event management • Experience of management and operation of administrative systems, including diary management. 	<ul style="list-style-type: none"> • Experience of working in the education sector • Knowledge of sponsorship strategies
SKILLS AND PERSONAL ATTRIBUTES	<ul style="list-style-type: none"> • Strong organisational and communication skills • Excellent written and spoken English • Ability to build and maintain relationships • High expectations • Attention to detail 	
EQUAL OPPORTUNITIES	<ul style="list-style-type: none"> • A demonstrable commitment to supporting and promoting safeguarding, student welfare, equality and inclusion 	
SAFEGUARDING	<ul style="list-style-type: none"> • A thorough understanding of up-to-date safeguarding requirements and best practice 	
OTHER REQUIREMENTS	<ul style="list-style-type: none"> • A clean driver's licence and access to a car • Willingness to travel • Ability to be away from home overnight on occasion 	
<p>Creative Education Trust is committed to safeguarding and promoting the welfare of our children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake relevant safeguarding checks in line with Government safer recruitment guidelines.</p>		