



Job Description: Events Officer

Hours: Part Time (flexible working)
Due to the nature of this role unsocial working hours are required.

Salary: £6,000 - £6,400 per annum (based on 0.2 FTE of £30,000- £32,000)

This role reports to the Head of Marketing & Communications

Scope of role

This role will be responsible for managing and developing events at JAGS including internal events, partnership events and external hires.

Main responsibilities

- To identify potential commercial hires as well as community hires in line with the school's policy.
- To develop and produce marketing collateral to promote the school's facilities to potential clients
- To manage all external events and hires.
- To implement, manage and evaluate all school events including partnership events and Founder's Day, and where necessary manage ticket sales and front of house.
- In collaboration with the Marketing & Development Officer co-ordinate alumnae, legator and donor events.
- To evaluate all hires and events and to build a database of existing and potential clients.
- To ensure school branding is consistent across all printed and online material.
- Promoting a positive and effective team environment working closely with all other members of the department to deliver the Marketing and Communications Strategy.
- Such other duties associated with the above tasks as may be reasonably required.

Key Skills & Experience

Essential

- Excellent IT skills
- Excellent written and verbal skills
- Excellent interpersonal skills
- Tact, diplomacy and confidentiality
- Able to work on own initiative and as a member of the team, often under pressure
- Demonstrable knowledge of database systems

Equal Opportunities

It is the policy of the school to provide equal opportunities for all qualified individuals regardless of race, colour, religion, ethnic or national origin, sexual orientation, age, gender, medical condition or disability.

Child Protection

All staff have a responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible or with whom they come into contact and to adhere to and ensure compliance with the school's Child Protection Policy at all times.