

### Job description and person specification

<b>Job title</b>	Events and Communications Administrator		
<b>Grade</b>	Grade 4	<b>Salary</b>	£22k to £25k
<b>Hours</b>	35	<b>Location</b>	Cuddesdon
<b>Department</b>	Administration		
<b>Reporting to</b>	Bursar		
<b>Responsible for</b>			

#### Summary, purpose and objectives of the role

As a member of the Bursarial team to support the work of the Bursar and Deputy Bursar across all aspects of Cuddesdon's activities, helping to enable the smooth, friendly and efficient operation of a small but complex organisation in which the contribution of each team member is valued and appreciated.

The key purpose of the role is to manage the conference, events and guest stay business within the College. Working closely with the Deputy Bursar the postholder will play a significant role in ensuring an efficient, effective and profitable conference and events programme is planned, managed and delivered. In addition the postholder will support the deputy Bursar in delivering an effective communications and marketing function, including donor support.

#### Main duties and responsibilities

##### ***Conference, events and guest stays***

To ensure the efficient, smooth running of conferences and events to a high standard.

To take and co-ordinate bookings for all meeting rooms and accommodation.

To manage conference enquiries, meeting with prospective clients, establishing requirements, issuing quotations and booking forms, dealing with all correspondence, allocating rooms and invoicing.

To input all bookings into Easybook and ensure data is accurate and up to date.

To be in attendance where appropriate to greet guests and issue keys, or to arrange a deputy.

Liaison with colleagues – catering, housekeeping, administration – to ensure the best possible service to students and outside visitors.

Liaison with the College Administrator and the Bursar on payments, deposits and invoicing.

Liaison with students and others in the Cuddesdon community, co-ordination of internal events, hospitality and other activities.

##### ***Communications and marketing***

Support the Deputy Bursar in the delivery of marketing and communication initiatives including:

- Website updates and social media
- Support for fundraising initiatives
- Alumni and Donor database management

##### ***Other Duties***

Cover for reception and general office functions (when other staff absent)

Other duties as directed by the Bursar or Deputy Bursar as required.

<b>Person Specification</b>		
<b>Qualities</b>	<b>Essential</b> [Qualities that are essential to perform the job]	<b>Desirable</b> [Qualities that would allow for the job to be performed at the optimum level]
<b>Qualifications</b> [eg level of qualification in a particular academic subject or specific job-related qualifications or accreditations]	Educated to A level or equivalent	
<b>Knowledge and experience</b> [eg experience in a particular type of work, in a particular role or setting, software etc]	Experience of conference and events management. Experience of working in a customer facing environment	Experience of communications, particularly in relation to social media
<b>General skills &amp; aptitudes</b> [eg level of reasoning and analytical ability, literacy and numeracy]	Project management	Database Social media tools
<b>Job-specific skills &amp; aptitudes</b> [eg presentation skills, keyboard skills]	Excellent IT skills	
<b>Personal attributes</b> [eg determination, dependability, personality, leadership, co-operation, flexibility, stress tolerance]	Good people skills Independent working Flexible Calm under pressure Friendly and approachable attitude Sympathy with the ethos, values and objectives of Cuddesdon	

**Person Specification****Circumstances**

[eg special conditions applicable to the job, need to travel, work away from home, work on public holidays or evenings/weekends]

Occasional weekend / evening work

**Summary Terms & Conditions**

**Hours:** 35 hours per week Monday to Friday, with occasional flexibility for evening/weekend working

**Location:** Cuddesdon

**Salary:**

**Contract:** This is a permanent position subject to satisfactory completion of a six month probation period.

**Holiday:** The holiday entitlement is 6 weeks plus 8 bank holidays. Annual leave will not normally be granted during term time.

**Pension:** You will be entitled to membership of a Church of England Pension scheme to which the College contributes 6.5% of basic pay and the employee is required to contribute a minimum of 1.5%.

**College Meals:** You will be entitled to join students and staff for free lunches in the College dining room during term time when the kitchens are open.