Job Description

Job Title: **Events Assistant**

Department: **Admissions and Marketing**

Responsible to: **Events Manager**

Last reviewed: **22 August 2021**

Job Outline and Purpose

The role will support the Events Manager in delivering high-end, refined Admissions and Marketing events (both virtual and in-person). The Events Assistant will play a key role in outreach events and will have ownership of delivery in particular areas, with final oversite sitting with the Events Manager.

The post-holder will be a progressive and creative thinker, with communication being a core strength. They will be joining an exciting and dynamic department, which works at a fast pace and therefore must be able to work well under pressure. Beyond working closely with the Admissions and Marketing teams, they will work to develop excellent relationships with stakeholders across the school and with external suppliers. The Events Assistant will be able to anticipate project needs, discern work priorities, and meet deadlines with little supervision.

The nature of a 24 hour, seven day week boarding school means flexibility is vital. In addition to the core working hours, the job holder will be required to work reasonable additional hours as are necessary for the proper performance of the role and as the demands of the job require. This will include working early mornings, evenings and at weekends, especially on special event days.

Duties

- supporting the Events Manager with the day to day running of the events department and deputising for the Events Manager in their absence
- a intuitive awareness of the Event Managers workload and pre-empting their needs
- responsible for event administration and prioritisation of tasks
- responsible for communicating workload on a daily basis and ensuring deadlines are met
- coordination of diaries for briefings, meetings and events, with responsibility for communicating relevant information and minute taking
- managing relevant website updates, working in conjunction with the Marketing and Communication department
- working closely with the Marketing and Communication department to ensure messaging is in line with strategies
- working with the Marketing and Communication department to produce event publications, both digital and printed
- management of virtual events and platforms, including producing and editing videos and management of events via WordPress
- managing online ticketing and sales for internal and external events
- plan and deliver feeder school events, in coordination with Event Manager. Building strong relationships with key contacts in feeder schools
- communicate with key stakeholders and suppliers for coordinated delivery of goods and services, externally and internally
- responsible for invoice processing, account record keeping and clear and consistent communication with the Accounts department
- departmental link with the School Office and reception

- supporting Admissions and Marketing department by designing and delivering events in line with wider strategies
- responsibility for the set up and breakdown of events
- assisting with management of communication and event databases
- event stock purchasing and control, in line with marketing strategies
- undertake any other duties that may be required

It should be noted that this job description identifies the current principal duties of the post; it does not detail every task to be undertaken. The post-holder will be required to undertake any duties as required by the Line manager, which fall within the capabilities or the requirements of the School.

Experience

- Experience of event management and/or the hospitality sector (essential)
- Prior experience of working within a customer facing role (essential)

Skills

- Excellent relationship building and stewardship skills
- Ability to work to deadlines and under pressure
- A progressive and creative thinker
- High level of computer literacy, particularly G-suite, Microsoft Office, WordPress and some experience with Adobe Creative Suite would be an advantage
- Ability to work on both Windows and Apple operating systems
- Excellent communication skills
- Ability to understand and operate within a school environment
- Well organised with the ability to prioritise work deadlines and under pressure
- Ability to work in a way that promotes the safety and wellbeing of children and young people
- Ability to maintain confidentiality with tact, diplomacy and discretion
- Flexibility with the ability to adapt to changes to work schedules
- Accurate with an eye for detail
- Strong numeracy and literacy skills
- Confident, self-motivated and proactive
- Enthusiastic with the ability to learn
- Honest, polite, reliable, resourceful, flexible, punctual and committed

Qualifications

- Educated to degree or equivalent

Child Protection at Haileybury

Though this role does not require the direct supervision of pupils, in addition to their job description, the job holder should be aware of their responsibilities for promoting and safeguarding the welfare of children and young persons who they may come into contact with whilst at Haileybury.

Health & Safety at Haileybury

Under the Health and Safety at Work etc. Act 1974 and associated legislation, colleagues at Haileybury are expected to be comply with H&S requirements at all times, including but not limited to Risk Assessments, COSHH, PPE, Manual Handling and to follow Haileybury policies/procedures. Specifically, colleagues must continuously carry out all duties in a manner, which endangers neither themselves nor others. If you consider something is unsafe or likely to cause injury or ill health, you must rectify it if safe to do so, or report it to your immediate manager or the Health and Safety Manager.

Data Protection at Haileybury

The School will comply with its obligations under the prevailing data protection legislation when processing your personal data. For further detail in this regard you should refer to the School's Data Protection Policy and the Staff Privacy Notice, which can be found on the website https://www.haileybury.com/privacy-notice

Code of Conduct Statement

Colleagues at Haileybury are expected to work together showing respect, courtesy and helpfulness, cooperatively working with a positive ethos and culture, whatever the staff member's position may be. Each individual should try to see and appreciate what others are doing and understand that the provision that we offer our pupils can flourish only with the active assistance of all concerned.