



JOB DESCRIPTION

Job Title:	Events and Communications Co-ordinator
Responsible To:	Deputy Development Director
Place of Work:	Christ's College, Cambridge
Salary Range:	Points 35 – 40 on the University single pay spine
Hours:	Full time, 36.5 hours per week
Holidays:	33 days annual leave (including public holidays)
Pension Scheme:	The College offers membership of a contributory pension scheme. Subject to your age and earnings level, you may be eligible for auto-enrolment into the scheme and you have the right to opt in at any time.

Job Summary

The Events and Communications Co-ordinator is an essential member of the Development Office team. The post-holder will be expected to take the lead in delivering a wide range of events and activities, and to help keep alumni engaged and informed through a variety of communication channels.

Key Responsibilities

- Organise and deliver the Development Office's programme of events, taking responsibility for all aspects of the process, including administering, publicising, taking reservations and booking venues.
- Advertise the events programme to alumni and the College community through invitations, website notifications and social media.
- Prepare invitations, booking forms, programmes, table plans, and name badges for events as required.
- Set up and oversee any of the College's digital events and webinars.
- Generate innovative ideas for new events both within and outside of College, with consideration of likely attendance, impact, and cost.

- Maintain all schedules for events and work out lead times and key dates for action with a view to ensuring effective, efficient and professional management of events.
- Liaise with the Conferencing team, Accommodation Manager, Porters, and other College staff to ensure the smooth running of events and to plan the use of College facilities.
- Keep accurate records of event attendance on the Raiser's Edge database.
- Act as the first port-of-call for alumni enquiries via email and telephone.
- Assist the Deputy Director with the production and editing of College publications, both digital and in print, including the generation and gathering of content, reports and quotes, and the organisation of photography and videography.
- Maintain, populate and develop the Development Office's presence on social media.
- Liaise with external companies to produce printed materials such as magazines, brochures, reports and merchandise.
- Develop relations with the student body, raising awareness and interest in the value of the maintaining a connection to the College once they graduate.
- Plan and deliver opportunities for engaging young alumni including mentoring, networking, events and bespoke communications.

The above is not an exhaustive list of duties. The post-holder may be asked to take on different tasks as required, and all employees are expected to work collaboratively to support the overall work of the College.

General Responsibilities

- To take part in the College's appraisal scheme and to undertake training as required.
- To be responsible for your own health and safety in the workplace.
- To fully comply with all the College's policies including equality of opportunity and data protection.
- To undertake any other reasonable request or duties commensurate with your post.

PERSON SPECIFICATION

Criteria	Essential	Desirable
Education/ Qualifications	<ul style="list-style-type: none"> • Educated to degree level or have other relevant professional experience or qualifications. 	
Experience	<ul style="list-style-type: none"> • Experience of planning, organising and delivering events in the Higher Education or not-for-profit sector. • Proficiency in managing a full events calendar. • Proven track record of writing engagingly for a variety of audiences. • Demonstrable experience in developing content for digital and print publications. 	<ul style="list-style-type: none"> • Experience of using Raiser's Edge / NXT or a similar relational database. • Experience of co-ordinating print publications and liaising with external suppliers. • Experience of working in a philanthropic fundraising team. • Experience of creating and evaluating new events and communications.
Skills/knowledge and training	<ul style="list-style-type: none"> • Ability to write engagingly in an appropriate register, and to communicate clearly and effectively with a wide range of different audiences. • Effective organisational skills and ability to balance multiple tasks and projects with competing deadlines. • Excellent verbal communication skills. • Ability to build relationships with different constituents both internally and externally. • Good working knowledge of Microsoft Office packages (specifically Word and Excel). 	<ul style="list-style-type: none"> • An understanding of the University of Cambridge and its collegiate structure. • Familiarity with desktop publishing packages such as Adobe InDesign. • Confidence using video calling platforms such as Zoom or Microsoft Teams. • Proficiency in working with digital media such as photography and video. • An understanding of social media platforms and their differences.

	<ul style="list-style-type: none"> • Confident use of email, the Internet, search engines and web browsers. 	
Personal attributes	<ul style="list-style-type: none"> • Accuracy, precision and a meticulous eye for detail. • A positive and helpful attitude towards problem solving. • Strong interpersonal skills and the ability to work both collaboratively and independently. • High degree of tact, discretion and professionalism. • A friendly, efficient and polite telephone manner. • Commitment to the ethos and purpose of the Department. • Willingness to work occasional evenings and weekends 	<ul style="list-style-type: none"> • A creative approach to tasks and a good eye for design.