

Job Description: Events Assistant

Role Specific

1. Develop and execute operational plans for all events (internal and external) considering objectives, target audience and desired outcomes.
2. Support the day-to-day execution of events in terms of setup, staff briefings, and takedown, while ensuring that the event environment and surroundings receive attention to detail.
3. Take responsibility for event plan development and set up, including creating floor plans, operational set up documents, budget trackers, RSVP forms, feedback forms and cross college support requirements.
4. Assist with all aspects of events from pre-event planning through to post-event evaluation and reporting
5. Coordinate activities with suppliers and stakeholders, from event dressage, entertainment, photography and many more.
6. Support the Senior Events Lead with stakeholder management and events working groups.
7. Support the Senior Events Lead in health and safety, security and risk assessment processes and requirements.
8. Maintain a positive, confident, and enthusiastic attitude when liaising about event requirements with internal departments such as design, estates, finance, health and safety and more.
9. Demonstrate your ability to plan and execute a wide range of events, from awards ceremonies to small conference-style events, all while keeping the relevant consumer in mind.
10. Assist in promoting events across a multitude of activities, providing support with logistics, marketing, administration and diary management.
11. Assist with event day operations, such as assigning roles and ensuring that all tasks are performed within the time specified.
12. Support the management of events budgets, ensuring impact and efficiency at every stage of event planning and execution.
13. Work alongside the Senior Events Lead to ensure exciting and engaging brand and customer experience consistency at every stage of an event.
14. Support the coordination of the annual events calendar, liaising with all relevant stakeholders.
15. Communicate with key stakeholders for every event to ensure consistency of delivery.
16. Support the Senior Events Lead with undertaking analysis of each event.
17. Support the establishment and maintenance of event management best practices, policies and operating procedures.
18. Ensure customer experience remains a top priority throughout event planning and execution.
19. Support the continuous improvement of event management and delivery processes.
20. Serve as a point of contact for all event-related inquiries.
21. Prioritise and schedule work effectively, anticipating problems and adjusting the allocation of resources and time accordingly.
22. Act as a marketing link person for cross-college colleagues, providing effective marketing solutions for business needs.
23. Support the broader marketing department e.g. with proofing support, other projects and events, as required.
24. Play a key role at team meetings, sharing ideas, best practice and keeping others up to date with delivery.

Job Description: Events Assistant

College Responsibilities

1. Share the College's Vision, Mission, Values, Behaviours and communicate them effectively
2. Participate in Staff Review and Professional Development activities and be actively involved in the College's culture of high expectation
3. Value diversity and promote equality
4. Engage in marketing activities and liaison with employers and the wider community in line with College strategies
5. Contribute to cross-college events
6. Adhere to College policies and procedures including health and safety
7. Ensure good communication at all levels
8. Be responsible for safeguarding and promoting the welfare of children, young people and/or vulnerable adults
9. Any other duties that the Principal considers appropriate

Job Description: Events Assistant

Person Specification	Events Assistant
Qualifications and Attainments	Essential / Desirable
5 GCSEs or equivalent, including Maths and English at Grade C/4 or above	Essential
Relevant degree level qualification	Desirable
Professional qualification in Marketing (CIM) or working towards (equivalent experience may be considered for the ideal candidate)	Desirable
Training, Experience and Knowledge	
Proven track record in supporting the operational planning, executing and analysing of events	Essential
Experience in creating project plans, such as event set up plans, involving numerous teams	Essential
Experience working with suppliers and stakeholders, both internal and external, to ensure effective event delivery	Essential
Experience supporting Health and Safety, Security and Risk Assessment processes	Essential
A proven track record of strong project management capability, keeping yourself and others on track and accountable	Essential
Experience in supporting budget management across a range of activities and timelines	Essential
Experience in supporting event management best practices, policies and operating procedures	Essential
A proven track record of consistently delivering a high-quality customer experience	Essential
Experience working with suppliers and outsourced marketing services	Essential
Excellent writing and proof-reading skills with good attention to detail	Essential
Experience of building effective relationships and working as part of a team	Essential
Experience of using WordPress, Hootsuite and Campaign Monitor Systems	Desirable
Ability to produce artwork using Canva and InDesign	Desirable
Experience of working in an education setting	Desirable
Personal Skills and Attitudes	
Possess excellent project management skills	Essential
A creative and adaptable thinker	Essential
Be an effective communicator	Essential
Possess excellent interpersonal skills	Essential
Be passionate and enthusiastic	Essential
Possess the ability to positively influence others	Essential
Have a highly responsive, flexible and adaptable attitude, able to prioritise and deprioritise effectively	Essential

Job Description: Events Assistant

Excellent organisational skills	Essential
Ability to multi-task, re-prioritise and juggle conflicting deadlines	Essential
Display initiative and be solution-focused	Essential
Excellent IT skills	Essential
Demonstrate a commitment to equality and diversity, customer service and quality assurance	Essential
Be a team player	Essential
Demonstrate a commitment to the process of continuous review and improvement	Essential
Suitability to work with children young people and/or vulnerable adults	Essential
Flexible approach to working times in line with the College	Essential
Full UK driving license and access to a car for business use. Please note the role will involve some travelling, for example, to local businesses, schools and events, as required	Essential