Job Description

Job title: Event Planner
Department: Catering and Conference
Reporting to: Senior Conference and Events Coordinator
Responsible For: N/A
Location: Jesus College, Cambridge
Hours: 37.5 Hours per Week, mostly Monday to Friday, some Saturday mornings to man the office; 30 hours per week would also be considered.
Holidays: 25 days annual leave, plus 8 bank holidays. On occasion it may be necessary to work public holidays, in which case a day in lieu will be given.
Salary range: £28,034 (37.5h) – Salary Scale Point 19 (pro rata for 30h per week)

This job description is a guide to the work the post-holder may be required to undertake but does not form part of the contract of employment and may change from time to time to reflect changing circumstances.

Job summary
To work alongside a professional and dedicated conference, catering and events team in the planning, setting up and delivery of conferences and meetings for the College key stakeholders. The post holder will also provide the office with key administrative support. This is a demanding role working directly with the Senior Conference and Events Coordinator and Sales Account Managers. The Conference office is busy, and the work is very varied. Flexibility towards duties, excellent communication skills, ability to demonstrate initiative and proactivity are key to being successful in this role.

Primary Responsibilities
• Assisting with the provision of a professional service across a broad portfolio of conferences and catering events for key members of the College. The role holder will also be involved in the event management of major international conferences as well as day to day meetings, dining events, product launches and wedding receptions.
• Provide organisers and customers with prompt and accurate information in response to enquiries regarding all events.
• Assisting the Senior Conference and Events Coordinator in collaborations with key internal stakeholders including those in the Chapel, Tutorial, Master’s and Bursar’s Office, the IF and Development offices to execute their busy annual events programmes.
• Working alongside the Senior Conference and Events Coordinator and Sales Account Manager in delivering show-rounds and finalising details for internal and external events and functions in college.
• Ensuring all enquiries and bookings are dealt with, logged and accurately inputted into the system (Kx solution) and keep the information updated as required.
• Following of all booking procedures and adhere to the relevant policies at all times.
• Working in collaboration with the operations teams to ensure the delivery of the event exceeds client’s expectations.
Preparing and raising invoices for the review of the Senior Conference and Events Coordinator.

Secondary Responsibilities

- Taking minutes in weekly function sheet meetings, and monthly internal stakeholder review meetings and uploading them to the necessary platforms.
- Attending twice-daily logistics meetings with team members in the kitchen, front of house, and conference operations teams to ensure the smooth running of our events.
- Updating sales materials such as Dining Packs and Wine Lists on a seasonal/annual basis.
- Supporting the Manciple’s Assistant in the planning and execution of College Calendar Events.
- Managing the Manciple’s Inbox when the Manciple’s Assistant is away, and/or during busy periods.
- Answering general office enquiries by telephone, email or in person.
- Supporting the West Court reception and conference team when required.

The successful candidate should be able to/have:

- Have very good interpersonal skills, together with proficient written and verbal communication abilities.
- Excellent time management skills with the ability to see things through to completion.
- Well-developed and accurate administrative and computer skills.
- Personable with a professional, friendly and customer focused approach.
- The ability to work under pressure and to deal with the day-to-day demands relating to a busy environment, and to schedule work accordingly to meet deadlines.
- Experience of an Oxbridge College either as a student or as an employee is desirable but not essential.
- Some previous experience of working within a hospitality or conference and events environment is desirable but not essential.

Benefits

- Membership of a defined contribution pension scheme with a death-in-service benefit of two times salary.
- Membership of a healthcare cash plan.
- Free daily staff lunch when in College.
- Access to a range of family friendly policies and welfare support services, including maternity coaching.
- Staff Forum and a Staff Social Committee that organises Christmas & Summer staff events.
- Cycle to work scheme.
- Use of the College Gym, Tennis courts and Library.
Probation period
- The appointment will be subject to an initial probationary period of three months during which the appointment may be terminated by one week’s notice on either side. Following the successful completion of the probationary period, the period of notice would be one months’ notice on either side.

Equal Opportunities and Data Protection
- The College is actively committed to including and supporting all under-represented groups, and promoting an inclusive culture, valuing diversity. The College encourages applications from all sections of society.
- The College has a responsibility to ensure that all employees are eligible to live and work in the UK.
- In applying for this role, you will provide personal data which the College will process in accordance with its data protection obligations and Data Protection Policy. Please ask the HR department for further details if required.

How to apply
- Please download and complete our College Application and Equal Opportunities Forms, which can be found online at www.jesus.cam.ac.uk/college/people/vacancies
- Completed forms along with a copy of your CV and Covering Letter setting out your suitability for this post, must arrive by 12 noon on Monday 11 March 2024. Please send completed forms to HR at jobs@jesus.cam.ac.uk.