

Communications & Events Coordinator

Key Purpose of the Role

The Communications and Events Coordinator (CEC) is responsible for the operational aspects of volunteering, Careers Education Information, Advice and Guidance (CEIAG) events and communications with students and the wider community via social media platforms. The CEC will support the Higher Education (HE) and Events Lead providing an exceptional logistics service.

The Communications and Events Coordinator will contribute to the Prospect Trust's (TPT) strategic objectives by undertaking the following specific responsibilities. What follows is not intended to be an exhaustive or definitive list; other duties may be required as necessary.

Key Responsibilities

1. Promote the value and purpose of The Prospect Trust Careers Services Team
2. Planning and implementing an effective communication strategy to promote attendance at talks and events to students.
3. Planning and Managing relevant high quality content via our social media channels to include Instagram, LinkedIn and Twitter.
4. Collaborate and communicate with the wider team to share information internally in order to promote TPT events and activities.
5. Responsible for the planning, organising and administering CEIAG events and activities both in person and virtually on behalf of TPT academies such as Volunteering Week, TEA Fair and Moving On Day.
6. Responsible for organising marketing resources for TPT events.
7. Coordinating departments to run curriculum area events such as Creative Kickstart, Accountancy Fortnight and STEM events.
8. Coordinating 'event day' logistics, identifying and resolving issues and managing interventions as appropriate.
9. Collecting and analysing post event feedback from all stakeholders and recommending improvements where applicable.
10. Sourcing relevant and diverse volunteering opportunities
11. Managing safeguarding checks for all external providers (in liaison with the Work Experience (WEx) team) including Disclosure and Barring Service (DBS) checks
12. Organising volunteer training and induction sessions in collaboration with providers where appropriate
13. Maintaining up to date knowledge and skills by taking part in continuing professional development as appropriate.
14. Carrying out other reasonable duties that may be required to support the effective

delivery of the Prospect Trust Careers Services team objectives.

15. Complying with Trust policies (including those of the constituent academies) and procedures as appropriate including those relating to child protection, safeguarding, pastoral issues, health and safety, security, confidentiality and the General Data Protection Regulation (GDPR) requirements with concerns reported as per the relevant policy

Line Manager: HE and Events Lead

Person Specification

Qualifications

- A good standard of general education to A Level or equivalent

Significant and proven experience in the following areas:

- Event organisation or logistical coordination
- Experience in production of communication materials including print and digital media
- Coordinating multiple tasks with conflicting priorities and timescales
- Experience of using Social Medias platforms in order to increase engagement of users.
- Accurately maintaining and monitoring information
- Building positive working relationships with multiple customers and colleagues
- Administration associated with working in a busy office
- Experience of advising, supporting or mentoring students/volunteers

Personal Qualities and Skills

- Strong interpersonal skills with the ability to engage with employers, students, parents and their families
- Ability to build rapport with others in order to foster positive working relationships
- Ability to prioritise conflicting demands in order to meet deadlines
- A 'can do' attitude
- Ability to work independently and as part of a busy, diverse, customer facing team
- Resilient, calm and able to work under pressure
- High professional standards and personal integrity in order to maintain confidentiality
- Strong IT skills, particularly Microsoft office, social media and Google platforms.

Desirable

- A current clean driving licence and access to a vehicle for work purposes.