

## Events Coordinator

### Key Purpose of the Role

The Events Coordinator (CEC) supports the operational aspects of a comprehensive and varied enrichment, outreach and progression programme of activities and events for College students and other learners across our wider community. The Events Coordinator assists the Events and Outreach Lead in providing an exceptional logistics service.

The 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. Assisting with the planning, organising and administration of student focussed events and activities on behalf of the College, including, but not limited to the Training, Employment and Apprenticeship Fair, STEM Week, Moving On Careers Day and Outreach activities,
2. Collating and maintaining a central database of HE institution, employer, academic and alumni contacts;
3. Liaising with HE institutions, employer, academic, alumni contacts and internal stakeholders to administrate and support events as directed;
4. Liaising with departments to run curriculum related career events, i.e. STEM Week, as directed;
5. Assisting in the coordination 'event day' logistics, identifying and raising issues and supporting interventions as appropriate;
6. Collecting post event feedback and improvements from all stakeholders ;
7. Assisting in the planning and delivery of relevant high quality content via our internal intranet (CristalWeb) and social media channels to include Instagram and LinkedIn;
8. Liaising with others in the college to share information internally in order to promote College events and activities;
9. Assisting with the organisation of marketing resources for College events;
10. Maintaining up to date knowledge and skills by taking part in continuing professional development as appropriate;
11. Carrying out other reasonable duties that may be required to support the effective delivery of the Prospect Trust Careers Services team objectives;
12. 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

## **Person Specification**

### **Qualifications**

- A good standard of general education Including Maths and English GCSE or equivalent

### **Experience in the following areas:**

- Production of marketing materials
- Coordinating multiple tasks with conflicting priorities and timescales
- Accurately maintaining and monitoring information
- Building positive working relationships with multiple customers and colleagues
- Administration associated with working in a busy office

### **Personal Qualities and Skills**

- Strong interpersonal skills with the ability to engage with employers
- 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 diverse 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.