



<u>Job profile:</u>	Events & Marketing Organiser for the Education Service
<u>Location:</u>	Vaughan House
<u>Reporting to:</u>	Director of Education & the Education Commission
<u>Job reference:</u>	100-70308

Job Purpose: The post holder will:

1. Work closely with the Chair of the Education Commission, Director of Education and the Senior Leadership Team to develop, implement and manage the CPD programme for schools and colleges.
2. Work with the Education Service to manage all aspects of course and conference organisation; from identifying venues, costings, bookings; communication of all aspects of the courses available to the front of house delivery – the meet and greet; setting up of the venues; hospitality and catering requirements, and payment of all invoices.
3. Work with the Education Service in ensuring accountability and due diligence in exercising managed expenditure, income levels and legal compliance at all levels of events management.
4. Work as a researcher for prospective guest speakers on instruction from the Senior Leadership Team (SLT) for availability and cost.
5. Act as an advocate and public face for the Education Service, using influencing skills to maximise the profile of the organisation and promote the organisations core purpose and values.
6. Develop a data analysis system that can produce reports for the Education Commission on the outcomes of conferences and training opportunities provided.
7. Develop, implement, publicise and coordinate the course booking site and CPD programme for schools and colleges.

Principal duties and responsibilities:

VISION

- Lead the development/review of the CPD programme with key stakeholders.
- Articulate the vision for a highly effective and well attended CPD programme.
- Research the best available guest speakers and best venues.
- To lead on the development of the CPD vision, strategy and business plan, carrying it forward to ensure its implementation into practice.
- To ensure that the CPD programme has clearly communicated vision, ethos and values that promote, secure and develop Catholic education.
- To ensure qualitative and quantitative analysis is produced on CPD delivery and outcomes.

KEY ACCOUNTABILITIES

- To be responsible for liaising closely with diocesan officers, in particular with the Deputy Director, in planning, organising, marketing, booking and delivering course and conferences; regular briefings and recommendations in all aspects of the role.
- To produce detailed proposals for a course or conference – time frame, costs, venues, legal obligations and health and safety compliance.
- To determine a budget for all course and conferences in liaison with the SLT.
- To ensure all preparation of published materials
- To make available all necessary electronic equipment required by the speaker and facilitators. Ensuring all seating and table arrangements are appropriately set up prior to the event.
- To meet and greet all attendees to a course or conference with hospitality and ensure the venue is prepared with all break amenities.
- To keep abreast of educational developments and outstanding speakers within the Catholic community in order to introduce appropriate innovation.

- To be responsible for post-event activities: producing press releases; contact with delegates and distributing of conference-related literature; analysis feedback from speakers/facilitators and delegates.
- To sell sponsorship/stand/exhibition space to potential exhibitors/partners.
- To be physically present at designated events to handle the speaker/organiser's needs and queries to make sure the event runs smoothly.
- To prepare delegate packs and papers.
- To be responsible for the smooth management of dismantling and removal of items, structures and equipment brought in for the event.
- To produce post-evaluation of each event and marketing analysis.
- To manage the Courses and Conference Budget.
- Oversight and strategic direction of financial plan (1yr and 3yrs forecast).
- To ensure appropriate policies are in place for all H&S related issues
- To provide scrutiny and challenge for all venues designated to host events ensuring they are accessible to all.

RELATIONSHIP MANAGEMENT

- Manage relationships with the Education Service and the Education Commission.
- Develop and maintain effective relationship with all schools and colleges
- Develop and maintain effective relationship with conference venue providers
- Engagement with potential speakers and existing speakers.
- Engagement with potential sponsorship providers
- Management of relationships with wider Diocesan, LA and DfE officials

<u>Person specification:</u>	Conference & Events Organiser for the Education Service
<u>Contract type:</u>	Permanent
<u>Salary:</u>	£35,000 per annum
<u>Hours of work:</u>	35 hours per week (8:30am – 4:30pm Monday to Friday with occasional evening and Saturday work and overnight conferences)

Skills & Competencies

1. An understanding of, and sympathy with, the social and moral teachings of the Catholic Church.
2. Experience as a conference organiser or PA to an executive.
3. Excellent organisational skills, able to prioritise and meet deadlines.
4. Ability to work with complete discretion and confidentiality.
5. Clear verbal and written communication skills – ability to express views clearly and succinctly in a variety of communication settings and styles
6. Ability to project a friendly, professional manner, both in person and on the phone.
7. Ability to demonstrate a calm and highly organised manner towards their work. This involves the ability to physically prepare a room.
8. Ability to demonstrate initiative and forward thinking in regard to future CPD and conferences.
9. Advanced experience of Microsoft Office packages.
10. Conference and Events management qualifications, desirable but not essential
11. Excellent standards in English and Maths.