

AMDG



STONYHURST

EVENTS CO-ORDINATOR

Candidate Information

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ABOUT STONYHURST

Stonyhurst College is the UK's leading Catholic co-educational boarding and day school for pupils aged 3-18. Boarding is from the age of 7.

At the College, there are approximately 500 pupils aged 13-18, two thirds of whom are boarders. At Stonyhurst St Mary's Hall, the adjacent dedicated preparatory school, there are around 300 pupils aged 3-13. Stonyhurst is set in stunning countryside, near the Ribble and Hodder rivers and the beautiful Trough of Bowland. Manchester is only about an hour away by road or rail. The market town of Clitheroe is four miles away, and we are 12 miles from the city of Preston. The Lake District can be reached in about an hour, and the Yorkshire Dales are even closer.

Stonyhurst has a fascinating heritage, being the oldest continuously active Jesuit school in the world. It was founded in St Omer, Northern France (then the Spanish Netherlands), in 1593, and moved to its present site in Lancashire's beautiful Ribble Valley in 1794. Throughout the years of religious persecution in England, Stonyhurst educated the boys of the English Catholic aristocracy and gentry.

The College's Jesuit mission and identity, and its sense of family, set Stonyhurst apart from other schools. Pupils are urged to do as much as they can (*Quant Je Puis*) for other people following the example of Jesus Christ and following in the spirit and charism of the Jesuits. The College prepares young people to change the world for others.

Stonyhurst is a family where heritage and innovation are fused to inspire young people to be agents of change in the world.



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CONTEXT

This is an opportunity to be involved with Stonyhurst Enterprises, the commercial trading arm of Stonyhurst College. The role will involve being a key part of the Enterprises Team to organise and deliver a calendar of commercial events & lettings.

You can look forward to a genuinely rewarding role, as well as excellent training and development at every stage of your career. We are also committed to promoting from within whenever we can, giving you the chance to build a great future here.

THE ROLE

This role will support the commercial department in the planning and execution of events. It will focus mainly on the coordination of our commercial events and lettings. You will also have the opportunity to support in the running of our residential sport and language courses during holiday periods.

The Events Co-ordinator is responsible for leading the organisation and operational delivery of the events and lettings calendar. The role involves liaising with the Enterprises Manager regarding the commercial strategy, marketing all commercial activities, and managing the financial budget for the events & lettings schedule.

We host an array of events including residential lettings, public events and open days, conferences, dinners, weddings, holiday camps and religious retreats. You will be supported by the Enterprises Manager to ensure the smooth running of these.

The Events Co-ordinator will be further responsible for overseeing bookings, exploring new business and assisting with staff and student recruitment.

CANDIDATE PROFILE

You should have experience of working in an event co-ordination role, preferably in an events venue.

You will possess an excellent level of ICT competence including experience of using Excel, Word and Microsoft Outlook.

We are looking for a professional, friendly and approachable individual with excellent communication skills with a real passion for events.





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KEY RESPONSIBILITIES

- To be responsible for the overall management of commercial events, fielding initial enquiries from clients, negotiation of prices and fees, creation and issue of contracts and invoices, liaising with clients, event delivery and management.
- To manage the Events & Lettings budget and financial forecast.
- Provide high level events experience, logistical advice and support to customers hiring the facilities.
- Set the standards expected for delivery of a highly professional service to clients, to ensure their expectations are accurately met and exceeded throughout the event process and to ensure all event administration is professionally managed and punctual.
- To work closely with the Enterprises Manager and provide regular progress reports.
- Communicate effectively with internal staff and support departments, to ensure all College staff are fully aware of activities taking place beyond the College academic year in accordance with College health and safety and safeguarding regulations and procedures.
- To attend, where necessary, marketing and networking events to promote Enterprises activity externally and build relationships.
- To assist with the annual marketing campaign and identify areas of focus.
- To manage the Events website and social media.
- To meet with clients and members of the public to showcase the College facilities.
- To work closely with external suppliers.
- To liaise with the Enterprises Manager to establish a working office rota according to the needs of the business, and when necessary, to ensure appropriate office and operational cover, seven days per week.
- In some circumstances, the post holder will be required to undertake other duties and responsibilities of a similar post in order to support workload peaks, skill shortages, to ensure priorities are met.



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QUALITIES & KEY SKILLS

- To actively promote the Stonyhurst ethos as set out in the Stonyhurst mission statement
- To have excellent organisational skills and attention to detail
- You will have experience in an event co-ordination role, preferably in an events venue
- To have excellent communication skills, both written and verbal
- To have good interpersonal skills and work well in a team
- To have a confident, but also warm and welcoming manner with colleagues, clients and suppliers
- To be able to cope under the pressure of a busy office, always remaining calm and professional
- To be flexible and hard working
- To be discreet, tactful, approachable and diplomatic
- Have excellent knowledge of Microsoft Office (Word, Excel, Access and Outlook)
- An excellent employment record and references
- To be committed to the safeguarding and welfare of children and young people
- To be in sympathy with the Stonyhurst ethos and tradition and be able to support the ideals of the mission statement



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REMUNERATION AND TERMS OF EMPLOYMENT

The salary will start from £26,000 per annum dependent upon candidate skills and experience. This is a permanent, full time post involving evening and weekend work, for which time off in lieu will be given.

Contract

This is a permanent, full year role.

Appointment date

As soon as possible from October 2021 dependent on the successful candidates availability.

Hours of work

Normal office hours are 37.5 hours per week but some flexibility to meet service delivery needs is required.

Pension Scheme

The School operates a money purchase pension scheme to which the employer contributes up to a maximum of 6% (matched to employee contributions).

Provision of meals

Meals and refreshments on duty are provided free of charge.

Sports Centre

The College has a wide range of sporting facilities including swimming pool and gym, which are provided free of charge to staff.

Safeguarding

All staff share responsibility for promoting and safeguarding the welfare of the pupils and must adhere to, and comply with, the School's Child Protection Policy at all times.

Pre-employment checks

The appointment is subject to an Enhanced Disclosure and Barring check and Overseas police checks where applicable.





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APPLICATION PROCESS

To arrange a confidential discussion about the role, please contact:

Katie Bevan, Enterprises Manager (k.bevan@stonyhurst.ac.uk)

The deadline for receipt of applications is 19th September at 12 noon.

Interviews will take place week commencing 27th September 2021.

Further details of the process will be confirmed after receipt of applications

To apply, candidates should complete the application form and email it to recruitment@stonyhurst.ac.uk



