

Job Title: Events Executive**Contract type:** Full time, Fixed term (6 months)

The Council of British International Schools (COBIS) is looking to appoint to an Events Executive to join the COBIS Executive Team from January 2022.

COBIS is a premier global membership association representing over 400 member organisations - around 250 high quality British international schools and over 150 commercial organisations. Our schools are leaders in innovation, providing a high-quality education and leading the way in British education in over 75 countries worldwide. COBIS exists to represent and support its member schools - their leaders, governors, staff and students - and the delivery and export of quality British education by:

- Representing member schools with the British and overseas Governments, educational bodies, and the corporate sector through a range of lobbying and networking activities
- Delivering world class quality assurance and external validation against rigorous Standards as set out in the COBIS Patron's Accreditation and Compliance system
- Providing effective professional development for all members of the school workforce including senior leaders, governors, teachers and support staff
- Delivering challenging, engaging and inspiring inter-school COBIS student competitions
- Facilitating, coordinating and supporting professional networking opportunities
- Supporting safeguarding, child protection and safer recruitment and employment practices
- Providing access to information about trends and developments in UK education
- Nurturing talent and promoting career opportunities within the global COBIS network

In addition, COBIS raises the profile of commercial Supporting Associates by introducing them to COBIS schools and promoting them as exporters of educational resources, products and services via the COBIS website and other channels. COBIS is also recognised by the UK Department for International Trade as a 'Trade Challenge Partner'.

COBIS delivers a busy calendar of professional development events, courses and conferences, as well as student activities and competitions for schools worldwide. This includes online, hybrid, and face-to-face events.

The work of COBIS is led by the CEO and an elected Board which consists of serving COBIS Headteachers, Governors and School Inspectors. COBIS works with a wide range of educational stakeholders internationally and within the UK.

The COBIS network is a dynamic, innovative and forward-thinking group of schools and companies, eager to network and learn from one another. The students in our schools are challenged through a vibrant, diverse curriculum which has British ethos and values at the heart. **If you are looking to work with inspiring leaders and school communities, we want to hear from you.**

To find out more about the global reach, role and function of COBIS visit www.cobis.org.uk

Job Purpose:

The Events Executive will contribute to the administration, logistics and high-quality delivery of the wide range of COBIS CPD and student events. The role will take on a variety of administrative duties to help COBIS CPD and student events (including both remote and face-to-face events) to run smoothly and successfully.

Event responsibilities:

- **Live CPD administration:** To support the CPD team with the administration of COBIS CPD events including the Annual Conference and Bursars/HR Conference. This includes collating information for the conference programme, processing bookings, liaising with delegates,

exhibitors, sponsors, and speakers, collecting seminar choices, preparing feedback forms, and other administrative tasks.

- **Online CPD administration:** To support with the administration and delivery of the portfolio of online CPD courses including managing booking forms (via the CRM 'Arlo'; training will be provided), dealing with booking queries, preparing joining instructions, liaising with delegates, and circulating feedback forms and certificates.
- **Conference delivery support:** To support with the delivery (online, hybrid or face-to-face) of COBIS conferences. This includes contributing to management of virtual/hybrid event platforms (training will be provided); set-up and management of Zoom sessions; running practice sessions; on-site support for face-to-face events including liaising with AV, speakers, delegates, exhibitors, and venue staff.
- **Student event administrative support:** To support the Student Engagement and Events Officer with the administration of a selection of COBIS student events or competitions.
- **Communications support:** To work with the COBIS Communications team to help promote CPD and student events across multiple channels including email, social media, newsletters and printed collateral.
- **Post event support:** To contribute to post-event administration. This includes preparing and circulating feedback forms, certificates, prizes, thank you letters; preparing newsletters and news posts; uploading recordings.
- **Data management:** To track and log engagement figures and other metrics from COBIS CPD and student events.

Customer Service responsibilities

- To provide outstanding customer service at all times, including responding to enquiries in a timely and professional manner.
- To actively promote and support the COBIS commitment to safeguarding, child protection and the welfare of children, young people and adults
- To maintain a working environment in which equity, inclusivity and diversity is respected and responded to, and equality of opportunity is promoted
- To ensure a positive image to customers and other individuals and organisations and to promote the COBIS brand, activities and services by whatever means are appropriate and available.
- To attend the COBIS Annual Conference in London, in May and to provide support as required

These are the key tasks as currently defined. They are not listed in priority order and the successful candidate will be expected to take on such variations as are reasonable for this level of responsibility.

PERSON SPECIFICATION

Essential

1. To be highly proficient in literacy and numeracy and have excellent ICT skills with the ability to use with confidence, office ICT software packages, including Excel and Outlook.
2. To have strong administration and organisational skills.
3. To have excellent interpersonal and communication skills and experience building positive relationships.
4. To demonstrate accuracy and clarity in all written and verbal communications.
5. To be able to work effectively with stakeholders connected to schools, colleges, universities, government departments and organisations within the Education Sector.

6. To have proven ability to prioritise and manage time effectively and be able to adapt and respond flexibly to the unexpected.
7. To be committed to safeguarding, child protection and promoting the welfare of children, young people and adults and to engage in associated continual professional development in this area. Training will be provided.
8. To be able to work as part of a team but comfortable to sometimes work alone and proactively manage own workload in a fast-paced environment.
9. To be a fast learner who is able to quickly pick up and apply knowledge and skills.

Desirable

1. To be educated to degree level or equivalent.
2. Previous experience in a comparable administrative or event management role

Remuneration and Conditions of Service

- The post is available from January 2022 for a period of six months.
- Salary package is £23,000 per annum. The position is considered a full-time position for a period of six months.
- Working hours/days are 9:00-5:00 with a half hour for lunch, but flexibility around hours would be considered.
- The candidate will be required to attend the COBIS Annual Conference and Committee meetings which take place over 4 days in London in May
- Holiday entitlement of 25 days (pro rata) plus statutory bank holidays
- Access to pension scheme in line with pension regulations. COBIS employee pension contribution is at 5% of salary
- Access to medical insurance and Employee Assistance Programme
- Candidates must be eligible to work in the UK

COBIS Safer Recruitment Procedure

Candidates must be willing to undertake a safer recruitment check (the International Child Protection Certificate). If appropriate to the role, an ICPC check will be requested if an applicant is offered a contract of employment. All COBIS staff are required to undertake safeguarding and child protection training.

At least two professional references, both written and verbal, will be sourced from current and former employers as appropriate. All referees will need to be current or former line managers

COBIS Staff Structure and Place of Work

COBIS staff continue to work remotely currently due to the pandemic. The Events Executive will be based at the COBIS Head Office, but with occasional home working. The office is currently located in: Russell Square, Bloomsbury in Central London.

In addition to the Membership and Engagement Manager, the COBIS staff structure consists of the CEO, EA to the CEO, COO, Deputy CEO/Director of Professional Development, Director of Accreditation, Director of Finance, 1 Assistant Director of Accreditation, 4 Officers: Accreditation, Student Engagement, Events and Safeguarding plus 3 Executives: Finance, Communications and Events. The COBIS team works closely with the COBIS Chairman, elected members of the Board, consisting of serving COBIS Headteachers, Governors and School Inspectors and other colleagues within the global network who host conferences, training and student events throughout the year.

Equal Opportunities

COBIS is committed to equal opportunities and non-discrimination on grounds of age, disability, gender re-assignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation. COBIS aims to ensure equity in recruitment and employment. We are a welcoming team who focus on the quality of our work and the wellbeing of our team members. We offer a range of family friendly, inclusive employment policies, flexible working arrangements and support for staff of all backgrounds.

Application Procedure

All candidates wishing to be considered for the post are required to submit the following two documents:

1. A covering letter/supporting statement (maximum of 600 words), addressed to the COBIS CEO, Colin Bell, explaining their interest in, and suitability for the post, referring to the job description and person specification
2. CV, plus the names and contact details of two professional referees

Completed applications are to be submitted by email to:

Mrs Rosie Perry-Sleeman, EA to the CEO - rosie.perry-sleeman@cobis.org.uk

If you have any questions about the position or the role and function of COBIS, please contact Dr Fiona Rogers, COBIS Deputy CEO on +44 203 826 7190.

Closing Date: 29 November 2021