

Job Title	Events and Engagement Officer
Reports to	Events and Engagement Manager

Job Purpose

The Events and Engagement Officer will play a key role in the delivery of the school's varied and exciting external relations events programme, encompassing current and former parents, Old Etonians and other supporters. The programme spans a wide variety of events - ranging from intimate lunches, dinners, and receptions to lectures, alumni reunions, and tailored donor visits. Events are hosted at the College, in London, across the UK, and internationally. The Events and Engagement Officer will be responsible for the planning, coordination and hands-on delivery of specific events within the annual calendar and will also provide both operational and administrative support to the Events and Engagement Manager for other events where needed.

The role sits within the College's Engagement Team, which is part of the External Relations Department, working alongside the Development (Fundraising) and Communications Departments. The post holder may also be required to support main school events as necessary and other school departments who organise events.

While predominantly office-based, the role includes hands-on support at events, some of which take place during pre-defined evenings and a number of specific weekends. This is a fast-paced and varied role requiring excellent organisational skills, attention to detail and the ability to work both independently and as part of a team.

Key Tasks and Responsibilities**Event Planning & Delivery**

- Work closely with the Events and Engagement Manager on the planning and operational delivery of an annual events and engagement calendar
- Lead the planning and delivery of specific events, overseeing event timelines, logistics and documentation, on-the-day delivery and post-production follow up and evaluation
- Oversee the production of event collateral and materials such as invitations, name badges, place cards and menus, seating plans and guest lists where necessary
- Organise event logistics such as venue set up, catering provision, parking arrangements and liaise with key internal stakeholders such as Security and Porters
- Coordinate event entertainment where applicable, such as pupils, colleagues, performers, and guest speakers

Last Updated: September 2025

This role profile highlights the key tasks and responsibilities of the role, it is not designed to be an exhaustive list of duties. Roles naturally change and develop over time and it is expected that incumbents will perform tasks which are not included within their role profiles.

- Oversee the delivery of events on the day and provide hands-on support, including welcoming guests, organising vendors, assisting with catering and refreshments, communicating with relevant staff, and organising event set-up and de-rig.
- Act as a point of contact for guests, responding to RSVPs and queries in a time efficient, friendly, and professional manner

Event Software & Systems

- Create and manage online ticketing and event booking systems
- Ensure the CRM databases stay up to date with RSVPs in a timely manner
- Contribute to the development of processes and systems to underpin future growth

Stakeholder and Supplier Liaison

- Develop and maintain strong working relationships with stakeholders internally and externally, including but not limited to the Development, Engagement and Communications Team, the Old Etonian Association, the School Leadership Team, College Leadership Group, School Office and Catering teams
- Maintain centralised records of supplier and venue information and conduct regular research to identify potential locations for a variety of event formats across London, the UK and overseas as needed

Team Support and Administration

- Maintain photographic archives of events when applicable, liaising with photographers to ensure a timely delivery of event assets
- Assist the team with evaluation and reporting on event and engagement activities
- Collaborate with the team to manage shared inboxes and ensure timely responses to event-related queries.
- Carry out other duties as may reasonably be requested by the Events and Engagement Manager or other members of the Development and Engagement Team

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Compliance and Policy Support

- Ensure that all activities comply fully with relevant data protection legislation and health and safety requirements
- Ensure all events follow the correct internal procedures and have relevant up-to-date risk assessments
- All employees of Eton College are also expected to:
 - Develop a good understanding of safeguarding procedures, given all positions at Eton are classed as 'regulated activity';
 - Demonstrate a commitment to safeguarding and promoting the welfare of children. This includes but is not limited to completing safeguarding training as required, complying with all safeguarding procedures, and ensuring any safeguarding updates issued by the College are read and understood.
 - Understand and comply with procedures and legislation relating to confidentiality
 - Display a commitment to and promotion of equality, diversity, and inclusion.

Person Specification

Knowledge and Experience	
Essential	Desirable
• Demonstrable experience in events (e.g. corporate, venue, hotel, education).	• Degree in events or hospitality management
• Hands-on event delivery including setup and de-rig.	• Experience with CMS, CRM databases
• Experience in a busy office or school environment.	• Experience with ticketing or conference booking software.
• Strong project management, organisation and administrative skills.	• Understanding of event health & safety.
• Strong MS Office skills (Word, Excel, PowerPoint, Teams) with demonstrable experience in using the suite for event planning	• Negotiation skills with suppliers.
• Demonstrable experience of handling multiple events and timelines at once with a strong understanding of prioritisation	• Experience working in an educational or heritage setting.
• Excellent customer service and stakeholder engagement with demonstrable experience of being in a customer-facing role	
• Ability to work flexible hours, including evenings and specific weekends.	

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Skills and Personal Qualities

- Excellent communication skills to enable effective dialogue with guests, colleagues, staff, visitors and where applicable, pupils
- Organised and self-motivated, with a proven record for meeting deadlines
- Able to perform well, maintain professionalism, display patience and politeness whilst under pressure
- Tactful and discreet, whilst mindful of observing Safeguarding and professional standards
- Displays a smart and professional appearance, representing the College in a positive manner
- Well-developed problem-solving skills
- Enthusiastic, with an eagerness to learn new skills and a commitment to personal continuous professional development
- High level of accuracy and attention to detail
- Self-motivated and able to work alone without direction and collaborate effectively within a team
- Reasonable physical fitness to carry out the role

Working Pattern

- Your working hours will be 35 hours per week, Monday to Friday, with one hour unpaid for lunch. However, there will be occasions when the post holder is required to work flexible hours including evenings and weekends. Any additional hours worked over your contracted hours will be given back as time in lieu at a suitable point in the events calendar
- You will be working 52 weeks per year.
- You will be entitled to 5.8 weeks inclusive of Bank Holidays

Disclosure Checks

Eton College is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including, but not limited to, reference checks with past employers, an Enhanced Disclosure from the Disclosure and Barring Service (including Barred List information), an online search and, where applicable, Prohibition checks. If you are successful in your application, you will be required to complete a DBS Disclosure Application Form. Any information disclosed will be handled in accordance with any guidance and/or Code of Practice published by the DBS. The College is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions, reprimands and final warnings (including those which would normally be considered as “spent” under the Act) must be declared, subject to the DBS filtering rules. It is a criminal offence for any person who is barred from working with children to attempt to apply for a position at the College.

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