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| **Job Title** | Events Assistant |
| **Reports to** | Events and Engagement Officer |

**Job Purpose**

This is an exciting opportunity for an aspiring events person to assist with developing and implementing a wide-ranging events programme for the College Community, which includes current and past parents, Old Etonians and other supporters of the College. The programme will include both small and large events – from lunches, dinners, drinks receptions, lectures and alumni reunions to bespoke donor visits to the College. Events take place at the College, in London and across the UK, as well as internationally.

**Key Tasks and Responsibilities**

* Work closely with the Events and Engagement Officer to assist with all aspects of event planning and management; from creation through to the event day and post production;

* Oversee the production of event collateral and materials such as invitations, name badges, place cards and menus, seating plans and guest lists;
* Assist with organising event logistics such as venue set up and liaising with security and parking;
* Coordinate any event entertainment, such as pupils, colleagues, performers and guest speaker
* Oversee the delivery of events on the day, including welcoming guests, organising vendors, assisting

with catering and refreshments, communicating with relevant staff and directing event set-up;

* Act as a point of contact for guests, responding to RSVPs and queries in a time efficient, friendly and professional manner;
* Conduct regular venue research to identify potential locations for a variety of event formats across London, the UK and overseas;
* Assist with data entry, ensuring that contact details stay up to date on the CRM systems and events and attendees are added in a timely manner;
* Maintain photographic archives of events when applicable, liaising with photographers to ensure a timely delivery of event assets;
* Assist with evaluation and reporting on event and engagement activities;
* 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 Senior Management Team, School Office and Catering teams;
* Carry out other duties as may reasonably be requested by the Events and Engagement Officer or other members of the Development and Engagement Team;
* Ensure that all activities comply fully with relevant data protection legislation and health and safety requirements;
* Commitment to and promotion of equality, diversity and inclusion;
* All positions at Eton are classed as ‘regulated activity’ as per the Keeping Children Safe in Education 2023 guidance, therefore a good understanding of safeguarding procedures is essential;
* Commitment to safeguarding and promoting the welfare of children, including but not limited to, completing safeguarding training as required, and ensuring any safeguarding updates issued by the College are read and understood;
* Understand and comply with procedures and legislation relating to confidentiality.

**Skills and Competencies Required**

To be successful in this role, the incumbent should:

* Experience of working within an Events environment;
* Proficient in Microsoft office skills (Excel, Word, PowerPoint);
* Excellent organisational skills with strong attention to detail and accuracy;
* The ability to prioritise and manage multiple tasks and events at once
* Excellent customer service skills;
* Excellent written and verbal communication skills,
* A flexible approach to work and a ‘can do’ attitude;
* Be punctual and well- presented;
* The ability to maintain confidentiality, discretion and professionalism at all times;
* Experience of CRM systems is desirable.

You may also enjoy this role if you

* Enjoy engaging with people and you are keen to develop good professional relationships with our clients and also Eton College staff;
* Enjoy working on your own and as part of a team in a collaborative manner.

**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.
* 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.**