Projects & Events Officer

Job Title: Project & Events Officer
Location: Ridley Hall, Cambridge
Reporting to: The Domestic Bursar
Hours: Part-Time (0.6 post – 21 hours per week)
Term: Permanent – subject to 6-month probationary period
Salary: £17,400 (£29,000 FTE)

Role summary

The Project & Events Officer (PEO) plays a key role in two important areas of the life of the college: planning and execution of events (both internal and external) and in supporting specific projects. The role holder will have slightly different focus in the two areas for which they hold responsibility; for projects the role is about coordination and support under a staff lead, providing the necessary coordination and administrative support for each project to run smoothly and taking the lead to administer the application process for grants and funding. However with regard to events we expect the post holder to take ownership of planning and delivery, under the oversight of the line manager (Domestic Bursar). The role holder will liaise with a range of stakeholders including the catering team, housekeeping, finance team, marketing lead, and student administrative services to ensure that requirements are communicated effectively and events run smoothly. This role is not subject to normal office hours, but instead the role holder will be expected to distribute their monthly working hours to be able to run events that occasionally occur during the evening and over weekends. Running external events is a new line of work for the college, and therefore this is a new role, which the postholder will help develop with the leadership team to ensure the position contributes successfully to this exciting new area of growth.

The PEO will collaborate with and support staff leads in co-ordinating projects; bringing together multi-disciplinary teams, overseeing project plans, planning and recording actions at project meetings, and monitoring and updating the project planning tools we use.

The postholder is expected to be in sympathy with the ethos and values of the Church of England, and be willing to work within a community that holds prayer at its core.

Main Responsibilities

• A key figure working to develop the college’s reputation and ability to deliver first class events for stakeholders, raising our profile in this arena.
• Contribute to running special events at college; managing enquiries, liaising with internal service suppliers as well as both internal and external stakeholders to plan and support the delivery of excellent service for clients.
• Work with the marketing lead to promote and provide online ticketing facilities for public facing events.
• Collaboratively plan and lead event management meetings, ensuring all the necessary resources are in place for events.
• Where necessary to liaise with finance team colleagues to create a budget for events and projects (alongside staff leads) and monitor this budget.
• Liaise with internal stakeholders and bring together multi-disciplinary teams for college projects, chairing meetings, creating and distributing agendas and minutes.
• To take the lead with administration required to apply for grants and funding to support burgeoning projects
• Liaise with internal service suppliers to plan and deliver resources for events and projects.
• Attend events and ensure they run smoothly, to the highest standards possible
• Liaise with the Principal’s Executive Assistant to ensure good communication with the Principal’s Office and the Principal where required.

This list is not exhaustive and may be amended to include additional duties relevant to the role as they arise.

Key relationships

• The Principal and Principal’s Office
• The Domestic Bursar and all departments under their purview; housekeeping, catering, maintenance, reception
• Working closely with the Director of Innovation and other staff members within project teams
• Marketing Lead
• External stakeholders

Ridley Hall

Ridley Hall is an Anglican theological college in the centre of Cambridge preparing men and women for leadership positions in the Church of England and other denominations. The vision of the College is to become a beacon of Christian learning and formation. We are guided by five core values: Excellence; Community; Graciousness; Innovation; Sustainability. We have approximately 70 students studying for degrees validated by Cambridge and Durham Universities. The college buildings are home to approximately 35 staff and students, with the remainder on site during weekday working hours.
Further information about the College is available from its website: https://www.ridley.cam.ac.uk

Skills and experience

Essential

- Educated to A Level standard (or equivalent)
- At least 3 years’ experience in event and/or project coordination
- Strong administrative skills including proficient use of Microsoft office software
- Some evidentiary experience of successful budget management
- Excellent interpersonal skills
- Excellent communication
- Highly organised and efficient with the ability to manage a busy workload and prioritise key tasks
- Experience using project management software
- Strongly collaborative approach

Desirable

- Experience of using AV equipment including giving assistance to others
- Familiarity with the Church of England and/or partner denominations
- Familiarity with theological colleges
- Familiarity with higher education institutions, particularly in a collegiate environment

Details of Employment

The Project & Events Officer will be based at Ridley Hall, Cambridge, CB3 9HG and will need to be present on site to carry out this role.

The role is 21 hours per week (3 days) - exact days to be agreed with the role holder’s line manager. Due to the nature of the role, it is important that the role holder is flexible to attend events and projects which fall outside of normal agreed working hours, adjusting weekly hours as necessary to facilitate this. As the events portfolio develops, there may be space for hours to increase.

Salary will be £17,400 per annum (pro-rata from £29,000 per annum FTE).

Lunch will be provided on site free of charge on days worked during term-time.

Leave entitlement is 18 days plus bank holidays (pro-rata from 30 days FTE). Some statutory holidays may need to be worked; any requirement to work statutory holidays will be re-paid with time off in lieu.
Application details

Please send a current CV along with a covering letter of no more than two sides of A4 explaining i) how your gifts and experience lend themselves to the main duties and responsibilities of the role and, ii) setting out your reasons for applying for the position.

Please provide the names, email addresses and phone numbers of two people from whom a reference can be obtained, one of whom should be your current or most recent employer. If you are shortlisted for interview we may take up references ahead of the interview date.

CVs, covering letters, details of referees along with a completed equal opportunities form should be emailed to the Principal’s PA at: pa@ridley.cam.ac.uk

Closing date for applications: Monday 1st July 2024 – 12noon

Interviews will be held on: Tuesday 9th July 2024