



# RIDLEY HALL

C A M B R I D G E

WISDOM. THEOLOGY. MISSION.  
GOD'S CHURCH RENEWED | GOD'S WORLD TRANSFORMED

## Projects & Events Officer (Maternity Cover)

<b>Job Title:</b>	Projects & Events Officer (Maternity Cover) – 11 months temporary contract beginning August 2026
<b>Location:</b>	Ridley Hall, Cambridge
<b>Reporting to:</b>	The Head of Marketing and Communications
<b>Key relationships:</b>	The Head of Marketing and Comms. The Domestic Bursar and all departments under their purview (housekeeping, catering, maintenance, reception); Academic Project Leads and other staff members within these teams; External stakeholders; and Students
<b>Hours:</b>	Part-Time (21 hours per week)
<b>Term:</b>	Temporary – 11 months Maternity Cover (Subject to a 3-month probationary period)
<b>Salary:</b>	£ 17,400 per annum (pro-rata from £29,000 per annum FTE)

### Role summary

The Projects & Events Officer (PEO) plays a key role in two important areas of the life of the college:

### Events

Proactively identify, develop and secure new venue hire, conference, residential and dining bookings that contribute to Ridley Hall's income generation, in alignment with Ridley's Income generation and brand growth objectives.

## **Projects**

Work alongside the Head of Marketing and other project leads to coordinate, administer and deliver projects that contribute to Ridley Hall's strategic, educational and income-generation objectives.

Both of the above will involve making extensive use of online platforms, booking systems and digital tools, alongside occasional involvement in digital advertising campaigns under the guidance of the Head of Marketing. A willingness to learn, confidence in navigating online systems, and an interest in developing new digital skills are therefore essential.

The role holder will liaise with a range of stakeholders, including the catering team, housekeeping, finance team, and student administrative services, to ensure that requirements are communicated effectively and events run smoothly.

The role holder will need to be present at events in college, and this may necessitate occasional working outside of normal office hours, for which the role holder will be expected to adjust their normal working hours as agreed with their line manager.

The PEO will collaborate with and support staff leads in co-ordinating academic projects, courses and conferences; 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**

- Proactively identify, develop and secure new venue hire, conference, residential, dining and partnership opportunities that contribute to Ridley Hall's income-generation objectives.
- Manage the full lifecycle of event enquiries, from initial contact through to contract end, ensuring a high standard of client experience and service.
- Contribute to the planning and delivery of conferences, residential programmes, dining experiences and special events; liaising with internal service teams and external stakeholders to ensure successful delivery.
- Attend events where required and ensure they run smoothly, professionally and to the highest standards possible.
- Promote and administer online ticketing systems and booking platforms for public-facing events.
- Maintain and utilise online booking systems, CRM platforms and other digital tools to support event generation, administration and reporting.
- Support the Head of Marketing in promoting venue hire and event opportunities, including the use of digital marketing campaigns and online advertising where appropriate.

- Coordinate and administratively support a range of strategic and income-generating projects across the college.
- Work with project leads to plan, monitor and deliver projects, including the coordination of timelines, actions, meetings and project documentation.
- Liaise with internal stakeholders and bring together multi-disciplinary teams for college projects, preparing and distributing agendas, recording actions and supporting project governance processes.
- Support the administration and delivery of academic programmes, online short courses, conferences and collaborative projects with partner organisations.
- Where required, work with Finance colleagues and project leads to prepare, monitor and report on project and event budgets.
- Contribute to the development of Ridley Hall's reputation as a high-quality venue, learning community and partner organisation through the successful delivery of events and projects.
- keep a small database of donors, partners and customers up to date.

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

## **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 see God's Church Renewed & God's World Transformed through the education and formation of missional disciples that serve the Kingdom of God in our cultural moment. We are guided by five core values: Graciousness; Faithfulness; Hopefulness; Creativity; Responsibility. We have approximately 150 students studying for degrees validated by Cambridge and Durham Universities. The college buildings are home to approximately 50 staff, students and residents, with the remainder on site during weekday working hours.

Further information about the College is available from our website:

<https://www.ridley.cam.ac.uk>

## **Person specification - skills and experience**

### ***Essential***

#### **Education**

- Educated to A Level standard (or equivalent)

#### **Experience/Skills/Knowledge**

- At least 2 years' experience in event and/or project coordination
- Strong administrative skills, including proficient use of Microsoft Office software
- Extensive I.T admin experience, including website editing and data management

### **Personal Attributes**

- Excellent interpersonal skills
- Excellent communication
- Highly organised and efficient with the ability to manage a busy workload and prioritise key tasks
- Strongly collaborative approach

### ***Desirable***

- Experience in using AV equipment, including giving assistance to others
- Familiarity with online learning platforms such as Moodle
- Familiarity with the Church of England and/or partner denominations
- Familiarity with theological colleges
- Familiarity with higher education institutions, particularly in a collegiate environment
- Online Marketing and Advertising

### **Details of Employment**

- The Projects & 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.
- Salary will be £17,400 per annum (pro-rata from £29,000 per annum FTE).
- Lunch will be provided free of charge, on days worked, in the College dining room during ordinand term-time.
- On-site parking is available – the college operates a permit-holder car park system
- Leave entitlement is 18 days plus bank holidays (pro-rata from 30 days FTE). Some statutory holidays may need to be worked, particularly those that fall during university full term.
- The college operates a 10% non-contributory pension scheme for all non-clergy staff.
- The role holder is required to be in sympathy with the Christian faith and comfortable working in an environment in which students are being prepared for leadership in churches across the Church of England.

- The anticipated start date is during August or as soon as possible thereafter.
- Please note that the fixed term will come to an end upon the return of the employee (or her resignation), which is expected to equate to approximately 11 months. We don't envisage that we will need to extend or reduce the period of cover; however, you will be kept fully informed if the date of the employee's return changes.

## **Application details**

### **CV and Cover Letter**

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

### **Equal Opportunities Form**

Ridley Hall is an Equal Opportunities Employer. Please also complete and send an Equal Opportunities form when sending your application.

### **Two References**

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 an interview, we may take up references ahead of the interview date.

### **Submitting your application**

CVs, covering letters, details of referees, along with a completed equal opportunities form, should be emailed to the Domestic Bursar at: [ad849@cam.ac.uk](mailto:ad849@cam.ac.uk)

***Closing date for applications: Tuesday, 7<sup>th</sup> July 2026 @ 9am***

***Interviews will take place during the week 20<sup>th</sup> July***