



GORDONSTOUN

Broader experiences, broader minds

EVENTS MANAGER

Reports to: Director of Gordonstoun International Summer School (GISS) & Enterprises

Job Purpose: We are looking for an experienced and proactive Events Manager to oversee the delivery of a full events programme at Gordonstoun School; to liaise with external event organisers to support the successful delivery of Gordonstoun branded events across the UK and overseas; and to develop and market Gordonstoun as a commercial events venue, managing an annual programme of events across the full calendar year. You will be part of a growing 'Enterprises' team but will work closely with colleagues across the school to ensure consistent, high quality event management across a series of events of varying scale and size.

Grade and working hours: Grade 4N
Full time, flexible hours dependent on the needs of the department

Responsibilities of all members of staff:

- Comply with Gordonstoun's policies and procedures on Child Protection and Health and Safety.
- Contribute in a positive way to the ethos of the school in line with Gordonstoun's values: Safe, Positive, Improving.
- Carry out any other task as required from time to time in order to support the school.

Major responsibilities of the role:

Staff Management

- Line management of an Events Coordinator, ensuring the member of staff receives appropriate training for their role, and feels empowered to deliver an excellent service to all event attendees.

Policies and Processes

- Develop policies and processes to support the development of commercial event delivery to maximise revenue growth within the Enterprises team. This would include benchmarking of facilities costs and the establishment and maintenance of a facilities cost schedule.
- Create and implement event planning guidelines so that all internal and commercial events are planned well in advance and to a consistently high standard, prioritising the customer experience.
- Oversee the Community Lets Policy to support community use of school assets.

Business Development

- Work with the Marketing team to develop and implement a marketing strategy to promote the school as a commercial venue.
- Proactively search for potential new commercial business using a variety of tools, including internet searches, social media, networking, business exhibitions, advertising.
- Spot key trends and recommend additions and adjustments to our commercial offering.

Facility Management

- Liaise with Stakeholders and departments across the school to determine when school assets are available for community and commercial use, maximising the use of our facilities and managing competing demands.
- Ensure all Safeguarding and Health & Safety requirements are considered, overseeing the creation of event specific risk assessments if required.
- Develop and manage an inventory of equipment and resources that can be used to support events.
- In conjunction with the Estates department, ensure school venues and equipment are maintained to a standard required to support premium quality events.

Event Management

- Work with colleagues, departments and external clients to agree event goals and success criteria, including departmental budget allocation for internal events.
- Develop a network of vendors that can be called upon for event support services. Review and approve contracts.
- Work closely with school operations teams (catering, domestics, security, grounds) to agree event requirements.
- Communicate effectively ensuring staff across the school are aware of events processes and the commercial events timetable.
- Oversee internal and external event hosting, ensuring all Event Sheets are prepared in good time, and all staff involved are fully briefed.
- Lead on post event debriefs to ensure learning is captured for future events.

Commercial/Community Events Administration

- Further develop booking documents and systems used in the administration of events.
- Ensure full and accurate records of event enquiries and turndown business are maintained for future marketing and sales analysis.
- Ensure proper and accurate records are kept of each event for analysis, invoice and billing purposes.
- Work with the Finance team to ensure invoices, including deposits and prepayments, are raised and paid in a timely fashion.
- Maintain budget forecasting reports, tracking shortfalls and gains versus budget.

PERSON SPECIFICATION:

Attributes	Essential	Desirable	Assessment Method
Education and Qualifications	<ul style="list-style-type: none"> • Educated to secondary level, demonstrating a high level of literacy, numeracy and planning 	Educated to degree level	Application form Sight of qualifications at interview
Knowledge	<ul style="list-style-type: none"> • Knowledge of how a good event is planned and implemented • Knowledge of events costs and suppliers 		
Skills and Experience	<ul style="list-style-type: none"> • Previous event management experience • Customer Service experience • Budgeting and forecasting • Excellent IT skills, including experience of MS Office applications and MS Teams 	<ul style="list-style-type: none"> • Experience of working in a school environment • Experience/knowledge of wedding planning • Line management experience • Strong digital skills 	Application form Interview References
Personal skills and qualities	<ul style="list-style-type: none"> • Excellent communication and interpersonal skills • Friendly and personable – to host events and represent Gordonstoun school in a positive manner • Enthusiastic, diligent and calm under pressure • Ability to prioritise workload and make clear decisions • Flexible, with a can-do attitude • Ability to seek and implement creative solutions • Ability to work with colleagues at all levels • Someone who creates a positive and cooperative working environment 		Application form Interview References
Child Protection	<ul style="list-style-type: none"> • Suitable to work with children • A full PVG check will be completed on the successful candidate 		References PVG check