

## **Schools Liaison & Events Coordinator**

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This Job Description sets out the organisational position, reporting lines, key accountabilities and relationships.

**MAIN COLLEGE LOCATION: East Surrey College & John Ruskin College**

(Flexibility is required to travel between sites in Redhill and South Croydon, as well as and to external events)

**POST OUTLINE: To support the Marketing and School Liaison department with administration responsibilities including events.**

**Post Reports To: Head of Marketing**

**Key Accountabilities:**

- Provide full administrative support with Schools Liaison, Marketing and Events
- Support on the coordination and delivery of internal and external College events (College Open and Enrolment Events, school events, business and community events). This includes attending and representing the College, some of which may be outside of the regular working hours
- Organise School Liaison events timetable
- Maintain marketing database using our CRM to support marketing initiatives ensuring GDPR processes are followed
- Support with the administration of all College events – internal and external
- Assist Marketing Team members with administration duties
- Assist School Liaison Team members with administration duties
- Promote the professional image of the College at all times, and in all dealings with either internal or external parties
- Liaise closely and form effective working relationships with staff, students and third parties such as external agencies
- Arranging meetings, including (where applicable) accommodation and provision of refreshments, preparing and circulating documentation
- Attend meetings, prepare agendas and take minutes as required
- Respond to queries in a timely and professional manner, ensuring a high level of customer service at all times
- Managing diaries for the departmental team
- Using and maintaining College database systems. Using, creating and maintaining simple databases and spreadsheets as required
- On-going budget administration including the raising of purchase orders, tracking invoices and expenditure against budget
- Support the Communications Office with ensuring the College image release permissions libraries are in order and to ensure that the appropriate permissions are received prior to use in any publication and in line with GDPR processes
- Prepare materials for College Events including signage, coordinating of collateral
- Undertake any training or tasks considered commensurate with the post
- Carry out other such duties as may be reasonably requested by line manager at any College location or external events

## **Personal Competencies**

### **Core Competencies**

- **Valuing Equality and Diversity**
- **Working with People;** Team Working, Communication
- **Results Focus;** Drive to Achieve Excellence, Technical Skills & Professionalism
- **Focus on Delivery;** Organisational Awareness, Customer/Student Focus
- **Self Motivation;** Adaptability & Flexibility, Accountability

### **Key Relationships:**

The post holder will need to form effective and co-operative working relationships, in particular with:

- Head of Marketing
- Social Media & Communications Coordinator
- Marketing team members
- Design team members
- College Management teams across the Group (as appropriate)
- College Curriculum and Support teams across all College sites
- Representatives from external bodies

### **Expectations of the Post Holder:**

The post holder will undertake assigned responsibilities effectively and efficiently, and within regulatory and legislative requirements; achieve individual and departmental targets within the College Group's annual planning and employees performance review processes and budgetary constraints and:

1. Actively promote equality and diversity, recognising and actively challenging stereotyping, prejudice and discrimination, ensuring that these principles permeate all working practices. All employees are required to undertake mandatory Equality & Diversity Training.
2. Adhere to and actively promote the College Group's Safeguarding policy and procedures and undertake mandatory Safeguarding and Prevent Training.
3. Adhere to and actively promote the College Group's Prevent Agenda
4. Adhere to and actively promote the College Group's Data Protection policy and procedures and undertake the mandatory Data Protection Training.
5. Ensure effective quality control and continuous improvement in all aspects of this post, in keeping with the College Group's existing and developing quality assurance systems.
6. Be committed to professional self-development, through participation in the College Group's continuing professional development programme which includes industry-based work shadowing, attending seminars, College conference days and training events appropriate to the job role.
7. Comply with and promote College Group's Health and Safety policies and procedures and to undertake mandatory Health and Safety training as and when necessary.
8. Undertake such other duties as required, commensurate with the grade of the post, as may be reasonably required at either College, East Surrey College or John Ruskin College, or at other subsidiaries.
9. Support College Group events such as Open/Parents/Award Evenings and Enrolment sessions when required.
10. Adhere to all College Group procedures (as detailed in the Employee Handbook).
11. At all times seek to serve the best interests of the College Group.
12. To provide cover for colleagues during periods of holiday or sickness absence.

**NB:** This job description outlines a range of main duties. It is not exhaustive and can be varied in consultation with the post holder in order to reflect changes in the job or the organisation.

The following is a list of skills, experience and qualities that we might expect to find in the successful applicant for this post:

**QUALIFICATIONS**

Highlights the qualifications expected of jobholder

Orbital South Colleges Group is committed to supporting all staff in obtaining Level 2 Maths and English, if this has not already been achieved.

Criterion	Essential	Desirable
Maths & English GCSE / Level 2 equivalent (achieved or willing to obtain)	✓	
A Degree qualification		✓
Equality & Diversity Level 2 (or willing to obtain)	✓	
Safeguarding Children & Vulnerable Adults (or willing to obtain)	✓	

**KNOWLEDGE & EXPERIENCE**

Highlights the knowledge and experience required by the jobholder of specific processes, procedures and technical requirements

Criterion	Essential	Desirable
Knowledge of office best practice	✓	
Knowledge of effective administration processes and procedures	✓	
Excellent knowledge of Microsoft Office packages (in particular Excel, Word & Powerpoint)	✓	
Experience of providing administration support	✓	
Experience of setting up administration systems & procedures	✓	
Experience with using databases & familiarity with quality improvement systems		✓
Experience within an education environment		✓
Have access to a personal laptop computer (including a camera and microphone) which can be used for work purposes, should this be required		✓
Have the technological ability to complete work both on Campus and remotely, to include experience of utilising voice conferencing, ideally via Microsoft Teams, and of working from home		✓

**COMPETENCIES – refer to ESC Competency Framework and Job Description**

Specific personal skills and behaviours required of the jobholder

Criterion	Level Expected
Valuing Equality and Diversity	1
Working with People (Team Working, Communication)	1
Results Focus (Drive to Achieve Excellence, Technical Skills & Professionalism)	1
Focus on Delivery (Customer/Student Focus, Organisational Awareness)	1
Self-Motivation (Adaptability & Flexibility, Accountability)	1