EMMANUEL COLLEGE

Further particulars relating to the post of Conference Manager

The College

Although Emmanuel College is part of the University of Cambridge, the relationship between College and University is academic rather than administrative. In all matters relating to finance and staff management, the College is completely autonomous. Staff are directly employed by the College, which handles all contractual and personnel matters. The College is a registered charity, with the members of the College Council as its Trustees; it is subject to supervision by the Charity Commission.

The College is run by a Governing Body, which is made up of the senior academic members of the College, known as the Fellowship. The Governing Body is assisted by the College Council and a Committee structure.

The role of the Master, who is the senior member of the College, is in some way similar to that of the Chairman of the Board of Directors in industry. The "Directors" at Emmanuel College are certain Fellows who also act as College Officers: the Bursar, who is responsible for College financial, administrative and estate matters, including overall care of the fabric of the College, and for the staff who maintain and sustain it; the Senior Tutor, who has overall responsibility for the administration of student admissions to the College and its academic life including the administration of the Tutorial function and day to day student tutorial and welfare matters.

The Post

Emmanuel College requires a high standard manager of commercial events, including residential conferences who will develop new and continue to implement ongoing marketing and sales strategies. The person appointed will meet clients, introduce them to the College including a guided tour as necessary; continue to liaise with clients from their initial enquiry through to their final invoice. This will include working closely with both catering and household staff over client dining and accommodation requirements. The post requires excellent administrative and communication skills together with the confidence to deal with both internal and external customers both face to face and electronically. Often Members of the College will return as customers and will have particular expectations. Excellent oral and written communication skills along with commercial awareness and attention to detail are essential.

Person Profile

Efficient time management and attention to detail is essential as is a high standard of computing (including Microsoft PowerPoint, Word, Excel and Outlook), a good command of the English language, both spoken and written, excellent interpersonal and communication skills. In particular experience in management, maintenance and reporting from a database is essential as is the ability to use Excel and Word proficiently. Previous conference, sales and marketing experience is essential. The ability to work on one’s own initiative is a key requirement of this full time post as is the expectation to work additional hours at key times of the year and this is reflected in the remuneration package for the post.

Education & qualifications

The successful candidate will have a recognised qualification having obtained a degree or equivalent in Hospitality Management and have gained relevant experience in a similar senior role for a number of years.

The Rewards

The College Terms and Conditions of Employment provide for 25 days annual holiday, in addition to the 8 statutory and public holidays in a full holiday year, a Child Care Voucher Scheme is available in appropriate situations, a meal is available at lunch time at College expense, a scheme for payment whilst staff are incapacitated due to ill health is operated, a travel to work loan scheme is available, car parking in central Cambridge is available, staff may use the College Gym and Life Insurance cover is taken for staff.
A final salary pension scheme is also available with an employee contribution rate of 8%, where appropriate, a salary sacrifice scheme is operated that maximises benefit to National Insurance contributions.

The salary is in the region of £30,000 to £32,000 per annum.

**The post**
The post is full-time for a total of 36.6667 hours per week, worked in accordance with a flexi time scheme from Monday to Friday, however, there is a requirement for occasional additional hours working at specific times necessary to meet the operational demands of the College.

**Application process**
Applications should be via completion of the formal application form. The closing date for receipt of completed applications is mid-day on Tuesday 24 October 2017; the interviews are planned for week commencing 30 October 2017; please indicate time/dates that you are not availability during this period.

The post is available immediately and the successful candidate will be expected to start as soon as possible.

Applications should be addressed for the attention of Bursar’s Office, Emmanuel College, St Andrew’s Street, Cambridge CB2 3AP and marked “Strictly Private and Confidential”.