FURTHER PARTICULARS – Events & Communications Manager

Emmanuel College, Cambridge

Emmanuel College is one of the larger colleges of the University of Cambridge, embracing a community of around 500 undergraduate students; 200 graduate students; 90 Fellows and 150 college staff led by the Master, Dame Fiona Reynolds. The main college site occupies extensive grounds, sited in the centre of Cambridge and provides an environment for learning and living that is both beautiful and peaceful.

Like the College, the Development Office is known for its warm, friendly and welcoming approach to every member of the Emmanuel community. While it is growing as the College undertakes a major fundraising campaign, the intention is that the intimacy and attention to detail that have always characterised the department’s work remain a hallmark of its approach. Typically, the first point of contact for Emma members and friends, the Development Office is committed to remaining true to all that makes Emma such a special place.

The Development Office designs, supports and runs a wide range of student, alumni (members), potential donor and donor events for the college, for many different purposes. The department is also responsible for all communications with members and donors, particularly for engagement, fundraising and stewardship purposes.

The Post

This full-time post working 36.67 hours per week within a recently established team as it approaches the start of the public phase of a major fundraising campaign.

Person Profile

The College is seeking to appoint an experienced self-motivated individual with exceptional events management and communication skills to work as part of a busy team. Energy, flair and the ability to communicate at all levels is essential in this role as well as a friendly and flexible manner. An ability to prioritise, to work to tight and competing deadlines, and with a meticulous attention to detail are essential.

The person appointed will have knowledge of communications/public relations/marketing along with familiarity with relational databases.

The duties of the Events and Communications Manager are set out in more detail in the job description.

Education and Qualifications

- Educated to degree level or equivalent.
- Excellent IT skills with experience of HTML and CMS such as Drupal, Joomla and Wordpress
- Experience of working with digital social media platforms.
- Excellent design skills e.g. InDesign or similar software.
• Familiarity with relational databases, experience of Raisers Edge is advantageous.

Remuneration

The College Terms and Conditions of Employment provide for:

• 25 days annual holiday for full-time positions, in addition to statutory bank and public holidays.
• membership of a contributory pension scheme (employees’ contributions at the rate of 8% of gross pay), a salary sacrifice scheme is available for some schemes.
• College sick pay scheme that provides payment whilst staff are incapacitated due to ill health.
• Salary within the range of £27,370 to £32,480 per annum dependent upon qualifications and experience.

Other benefits include:

• Meal is available at lunch time at College expense,
• Travel to work loan scheme,
• Car parking in central Cambridge,
• Access to the College Gym and swimming pool,
• Permanent Health and Life Insurance in conjunction with pension schemes,
• Full-time position for a total of 36 hours 40 minutes per week, worked in accordance with a flexi time scheme from Monday to Friday, although the demands of this post may involve working outside of and in addition to these hours.
• Various discount schemes are available from local traders

Application

Applications should be via completion of the enclosed application form together with a hand written covering letter supporting your application. The closing date for receipt of applications is 5pm on Monday 25th November. Interviews for this post will be held on Thursday 5th December.

Applications should be addressed to the HR Department, Emmanuel College, St Andrews Street, Cambridge, CB2 3AP and marked “Strictly Personal and Confidential” or via email to hr@emma.cam.ac.uk.