



## EMMANUEL COLLEGE

### **FURTHER PARTICULARS** – Events & Communications Manager

#### **Emmanuel College, Cambridge**

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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 170 college staff led by the senior management team of the Master, Bursar and Senior Tutor. 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 a Committee structure.

Like the College, the Development Office is known for its warm, friendly and welcoming approach to every member of the Emmanuel community. Intimacy and attention to detail have always characterised the department's work remain a hallmark of its approach. Typically, as 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**

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This full-time post working 36.67 hours per week with the expectation that there will be between 4-6 weekends a year and some Friday evenings that will need to be worked as part of this role.

#### **Person Profile**

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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**

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- Educated to degree level or equivalent.
- Excellent IT skills with experience of Eventbrite and Mailchimp an advantage.
- 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**

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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 £31,798 - £37,023 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 process**

To apply for this role please send a CV and covering letter to [hr@emma.cam.ac.uk](mailto:hr@emma.cam.ac.uk). All applications should be marked "Strictly Private and Confidential".

**The closing date for receipt of applications is 14<sup>th</sup> June 2023**

*Emmanuel College is an Equal Opportunities Employer*