



## MARLBOROUGH COLLEGE

### Job Description

**POSITION:** Events Officer (Maternity Cover)

**DEPARTMENT:** Development

**REPORTING TO:** Associate Director (Club and Campaign)

**SALARY:** Salary available on request

**HOURS OF WORK:** Monday to Friday, 9 am to 5 pm, 35 hours per week.

Additional hours as required to meet the demands of the role, with time off in lieu as appropriate.

This role is office-based but there is the opportunity to work from home on occasion.

### REPORTING:

#### The College:

Founded in 1843, Marlborough College is the UK's largest co-educational full boarding school, educating just over 1,000 pupils, aged 13 to 18 years, from the UK and overseas. Whilst we are proud of our Anglican heritage, ours is an inclusive ethos, welcoming pupils of all faiths and none. We have six girls' houses, six boys' houses and four mixed houses of 13- to 16-year-old boys with Sixth Form girls and boys. The pastoral care delivered through our 16 boarding houses is unrivalled, ensuring each child is known and cared for individually. The Guidance Centre exists to make sure that further education and careers after school are fully explored and carefully planned.

Pupils form friendships for life and develop the social and leadership skills needed to flourish as adults. They are encouraged to be outward facing and to aspire to change things for the better – ultimately, we would like to be judged by the contributions made by past, present and future Marlburians to the health of wider society throughout the course of their lives.

It is testament to our outstanding academic education and world-class co-curricular activities that our pupils are invariably ambitious, aspirational and high achieving. More than 80% gain places at Russell Group universities or Oxbridge, our sports teams regularly reach the latter stages of national competitions, our Symphony Orchestra plays in partnership with the Southbank Sinfonia and our artists exhibit in the Mount House Gallery.

Located in beautiful Wiltshire, in one of the most attractive market towns in the country, the College benefits from a 286-acre site, stunning period buildings including a Gothic Revival chapel and the neoclassical Memorial Hall, which is also a world-class concert hall, and university-quality

sporting facilities. The campus is centred around the magical Marlborough Mound, a 4,000-year-old Neolithic mound, reputedly the burial place of Merlin. The College enjoys the advantages of being within easy reach of Heathrow, London and, indeed, many other parts of the country.

Further details about Marlborough College can be found online at [www.marlboroughcollege.org](http://www.marlboroughcollege.org).

### **The Marlborough Difference Campaign for life-changing bursaries**

Launched in March 2023, the Marlborough Difference Campaign aims to dramatically increase the number of full bursary places to 100, so that 10% of pupils will receive a free education at Marlborough by 2033.

Bursaries at Marlborough transform the lives of motivated and talented young people by providing them with the opportunities, environment, and support to excel. A more inclusive and diverse Marlborough community in which bursary pupils are fully integrated will be transformative for the College and increase the positive impact we make. Every pupil will benefit from better preparation for their future careers, the experience of broader perspectives, and the inspiration to achieve more.

To reach our goal of 100 free places, we need to raise £75 million which will fund a combination of both the bursary endowment and current pupil bursaries.

Further details about the Marlborough Difference can be found online at [www.marlboroughdifference.org](http://www.marlboroughdifference.org)

### **The Marlburian Club**

Founded in 1884, the Marlburian Club is a worldwide community of 12,000 alumni spread across 96 countries. The Club exists to keep Old Marlburians in touch with each other and the College via a series of regular events and communications. The Club has a strong professional community that supports younger OMs and pupils with their careers through advice, networking and mentoring. The Club has also built up a very strong online community, MC Global Connect, with over 2,600 members connecting both socially and professionally.

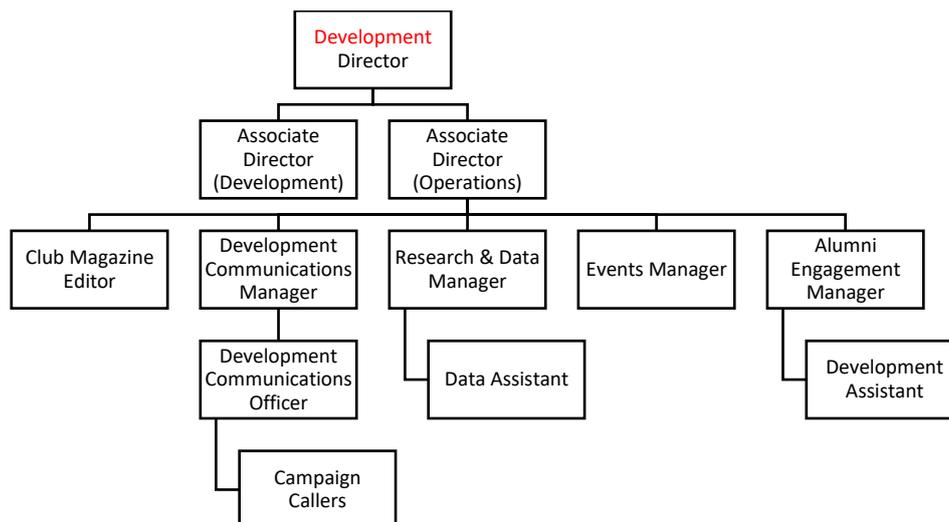
Alumni of Marlborough College go on to have a national impact on society – Marlborough College is the only co-ed school in the top 5 of independent schools with the most alumni Who's Who entries (<https://www.keystonetutors.com/news/does-alma-matter>).

Further details about the Marlburian Club can be found online at [www.marlburianclub.org](http://www.marlburianclub.org)

### **The Development Team**

The Development team is based at the College and is responsible for supporting the Marlburian Club and The Marlborough Difference Campaign. This includes fundraising for bursaries and engaging with Old Marlburians through events and communications.

We are now looking to recruit an Events Officer to join the team to cover maternity leave.



## Development Systems

The Development Office manages its interactions with alumni, parents, donors and supporters via a CRM system called The Raiser's Edge NXT (<https://www.blackbaud.co.uk/products/blackbaud-raisers-edge-nxt>). This cloud-based system built specifically for non-profits contains over 12,000 active records and is currently used by 12 users across the College. The system is used to carry out all appeal, prospect, volunteering, communication and events programmes.

## Marlborough College Mission

To deliver the best independent, co-educational, full boarding education in the UK and to be recognised for this globally.

## Main areas of the role

### Event Management

60% of job

- Work with the Development Office team and the Marlburian Club to determine event priorities and how to meet them.
- Plan and project manage events for our strategic purposes relating to engagement, networking and stewardship.
- Create marketing opportunities for events and manage event invitations and alumni responses.
- Monitor event budget and expenditure to ensure a good return on investment, working with Finance as required.
- Develop relations with event partners, both internal and external, in order to plan successful events to a high standard, and to ensure our requirements, including technical support, are met.
- Take the lead role in the smooth running of Events 'front of house', including troubleshooting issues and concerns that arise and ensuring those attending have a positive experience.

### Alumni Engagement

20% of job

- Collaborate with the Development Communications Manager to promote forthcoming events and create engaging content about events.

### Office Management

20% of job

- Oversee the work of temporary staff and volunteers, allocating duties and giving feedback on performance.
- Build effective working relationships with key contacts across the College (including SMTs, Housemasters, Marketing, Admissions, Finance, Sport, Catering and Estates) to raise awareness of alumni and volunteering benefits and be an ambassador for Alumni Relations and Fundraising.
- Build and maintain contact with a number of external partners such as venue providers, development teams at other institutions, and consultants, to keep abreast of the latest developments in the field.
- Ensure that our alumni activities meet legal requirements to ensure compliance with Health and Safety, Inland Revenue, Charity Commission, Fundraising Regulator, Data Protection and communications legislations and regulations.

The post-holder may be required to undertake different tasks and other related duties as required.

### Person Specification

	Essential	Desirable
<b>Education and qualifications</b>		
A high level of general education to degree level or equivalent	✓	
<b>Knowledge and Experience</b>		
Good Experience of building relationships with a diverse range or individuals at all levels in society		✓
Proven track record of success in a role requiring a similar balance of event planning, creativity, administration and management	✓	
Proven track record of managing, planning and taking responsibility for multiple projects simultaneously, prioritising workload to meet deadlines	✓	
Experience of working with a relevant database/CRM system and content management systems	✓	
Excellent knowledge of Microsoft Office Packages and design (eg Adobe) packages	✓	
An understanding of the implications of the Data Protection Act 2018, GDPR, PECR and other information security standards	✓	
Experience working in data-led events, membership, or marketing environment, or experience of the Development/fundraising profession in order to provide best advice on event matters		✓
Experience of using Blackbaud Raiser's Edge or an equivalent CRM/fundraising system		✓
Knowledge or and interest in independent education and the role of philanthropy in that area		✓

<b>Skills and Abilities</b>		
High attention to detail and to accuracy and innovation problem-solving skills	✓	
Good interpersonal skills and a combination of personal sensitivity, creativity and tact that is needed when working with alumni, internal stakeholders, pupils and donor/prospects to the College	✓	
Good written and verbal communication and copywriting skills for the production of published content	✓	
Ability to act independently as well as working collaboratively with others when the situation demands it	✓	
A strong sense of diplomacy, propriety and confidentiality regarding personal information	✓	
The flexibility to work out of regular hours and to travel in the UK and overseas, when provided adequate advance notice		

### **General Responsibilities**

### **Policies & Procedures**

The postholder is required to familiarise themselves with all College policies and procedures and to comply with these at all times, including ensuring that their own job role procedures are regularly kept up to date.

### **Safeguarding**

All staff are responsible for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they may come into contact with and will adhere to and ensure compliance with the College's Safeguarding Policy at all times.

The successful candidate will be required to undertake online safeguarding training at the College.

Marlborough College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant must be willing to undergo child protection screening appropriate to the post and cannot start in post until all pre-employment checks have been completed satisfactorily. The College is an educational charity and equal opportunities employer.

### **Confidentiality & Data Protection**

The postholder must maintain the confidentiality of information about students, staff and any other personal information and meet the requirements of the Data Protection Act and GDPR.

### **Health & Safety**

Staff must be aware of the responsibilities placed on them under the Health and Safety at Work Act (1974) and any subsequent relevant legislation and must follow these in full at all times including ensuring that they act in line with all agreed procedures at all times in order to maintain a safe environment.

All staff are responsible for considering the Health and Safety of themselves and others as an integral part of their job and are expected to comply with the College Health and Safety policy.

## **Mandatory Training**

All staff are expected to complete the following mandatory training prior to their employment start date:

- Child Protection in Education (11 to 18 years)
- H&S in Education: Staff Awareness
- Fire Safety in Education
- A Guide to UK Data Protection: Education
- Equality and Diversity
- Working with Display Screen Equipment
- Moving and Handling

Staff will be required to attend mandatory training during their employment with the College in order to maintain a healthy and safe working environment.

## **Job Description**

This Job Description outlines the purpose and key tasks required to indicate the level of responsibility. It is not a comprehensive or exclusive list and duties/specific tasks may be varied from time to time, without changing the general character of the job or the level of responsibility entailed. This will allow flexibility for the College to respond to changing priorities and also support and enhance individual professional development. It is the practice of the College to examine job descriptions periodically, update them and ensure that they relate to the job performed, or incorporate any proposed changes. This procedure will be conducted by the Line Manager in consultation with the post holder.

**Signed:** ..... **Date:** .....

**Print Name:** .....