



## **Events Administrator**

### Candidate pack

#### **About Us**

The Gates Cambridge Trust is committed to fostering a vibrant community of scholars and alumni through a diverse array of events and activities. With a robust calendar of events throughout the year, we strive to cultivate engagement and build enduring connections within our global community.

#### **Purpose of the Role**

The Events Administrator will be instrumental in supporting the planning, coordination, and execution of our events programme. They will oversee event logistics, manage delegate experiences, and provide comprehensive administrative support to ensure the seamless delivery of events. This role requires a proactive individual with exceptional organisational skills. They must also be able to work effectively both independently and as part of a team, and demonstrate the ability to meet tight deadlines while maintaining a high standard of work.

## **Key duties and responsibilities**

### **Event Coordination:**

- Support the planning and managing of events from inception to completion, including overseeing logistics, coordinating venues, and managing the delegate experience.
- Develop and implement effective strategies for event promotion and attendee engagement.
- Collaborate with internal teams and external partners to ensure all event requirements are met.

### **Communication and Promotion:**

- Serve as a point of contact for event-related inquiries via phone, email, and in person, providing timely and professional responses.
- Create and distribute content across various platforms, including email newsletters, and event listings, to promote events and engage the community.
- Work closely with colleagues to develop and execute marketing strategies for events.

### **Data Management:**

- Maintain and update the CRM database in line with data protection policies, ensuring all engagement information is accurately recorded.
- Analyse attendee data to inform future event planning and improve engagement strategies.

### **Stakeholder Support:**

- Provide exceptional support to event stakeholders, offering guidance and resolving issues as they arise.
- Liaise with relevant members of the Scholars Council

### **Feedback Collection and Reporting:**

- Collect and analyse feedback from event attendees to assess satisfaction and identify areas for improvement.
- Prepare post-event reports, including attendance statistics, budget summaries, and feedback analysis.

*The above is not an exhaustive list of duties. The post-holder may be asked to take on different tasks as required and all employees are expected to work collaboratively to support the overall work and smooth running of the Trust.*

## Personal Attributes and Skills

- **Organisational Skills** - exceptional attention to detail with the ability to manage multiple tasks and deadlines effectively.
- **Communication Skills** - strong verbal and written communication skills, with the ability to engage and influence a diverse audience.
- **Problem-Solving** - proactive and solution-focused approach to overcoming challenges and ensuring event success.
- **Technical Proficiency** - proficient in Microsoft Office Suite (Word, Excel, Outlook) and familiar with event management applications. Experience with CRM systems.
- **Interpersonal Skills** - ability to build and maintain effective relationships with internal teams, external partners, and event attendees.
- **Adaptability** - flexible and adaptable, with a willingness to take on new tasks and responsibilities as required.

## Experience

*We encourage you to apply even if you do not meet every requirement outlined in the job description, as we value diverse experiences and are committed to supporting your professional growth.*

- **Event Management** - proven experience in planning and executing a variety of events, including conferences, workshops, and social gatherings.
- **Budget Management** - experience in administrative support of event budgets, including cost estimation, tracking, and reporting.
- **Marketing and Promotion** - experience in developing and implementing marketing strategies to promote events and engage target audiences.
- **Data Analysis** - ability to analyse data to inform decision-making and improve event outcomes.
- **Higher Education or Non-Profit Sector** - experience working within the higher education or non-profit sectors, with an understanding of their unique event requirements.
- **Specialist knowledge and skills** - excellent interpersonal skills with an articulate manner, demonstrating sensitivity and diplomacy within a diverse, international community.

**Terms and conditions:**

**Location:** Gates Cambridge, Bill Gates Sr. House, 17 Mill Lane, Cambridge, CB2 1RX

We practice a hybrid working model and the successful candidate will be expected to be in the office for a minimum of 80%. The Trust reserves the right to change remote working status with notice to employees.

**Salary:** From £26,642 to £30,505 (pro-rata), dependent on experience.

**Hours of work:** 21 hours per week, Monday to Friday. Due to the nature of the role, there will be occasions when the working hours will include late evenings and weekend work.

**Length of appointment:** Fixed Term (12 months)

**Probation period:** 3 months

**Annual leave:** circa 20 days (including fixed periods at Christmas when the Trust's offices are closed) plus Bank Holidays. The period for calculation for entitlement to annual leave is 1 January to 31 December.

**Pension:** The role holder will be eligible to join the University's CPS pension scheme.

**Pre-employment checks:** we have legal responsibility to ensure that you have the right to work in the UK before you can start working for us. If you do not have the right to work in the UK already, any offer of employment made to you will be conditional upon you gaining it.

**Other:**

- Access to the University of Cambridge card.
- The Gates Cambridge Trust is supportive of continuous professional development for staff and suitable opportunities for training and development will be actively considered.
- The Trust actively supports equality, diversity and inclusion and encourages applications from all sections of society.

**How to apply**

Applications must include the following:

- A cover letter setting out why you are a good fit with the role (usually one page of A4)
- A current curriculum vitae (one to two pages page of A4)
- The names of two referees (these can be included in your CV or as a separate document and will only be contacted in the event of an offer).

The above should be sent to [jobs@gatescambridge.org](mailto:jobs@gatescambridge.org) by the deadline.  
Please save all documents you submit using the format: First name Last name document type – e.g. Joanna Smith cover letter.

Only complete applications will be considered.

**Key dates:**

- The deadline for applications is midnight on Sunday 2 February 2025
- Interviews are scheduled for Monday 10 February 2025 and will take place at the Trust's office at Bill Gates Sr House, 17 Mill Lane, Cambridge

**Questions and further information**

For full details about the Gates Cambridge Scholarship programme and Gates Cambridge Trust, please visit our website: [www.gatescambridge.org](http://www.gatescambridge.org).

If you have any questions about this role, please email [jobs@gatescambridge.org](mailto:jobs@gatescambridge.org).

For details about how we process your personal data when you apply for position at the Trust, please see our [data protection page](#).