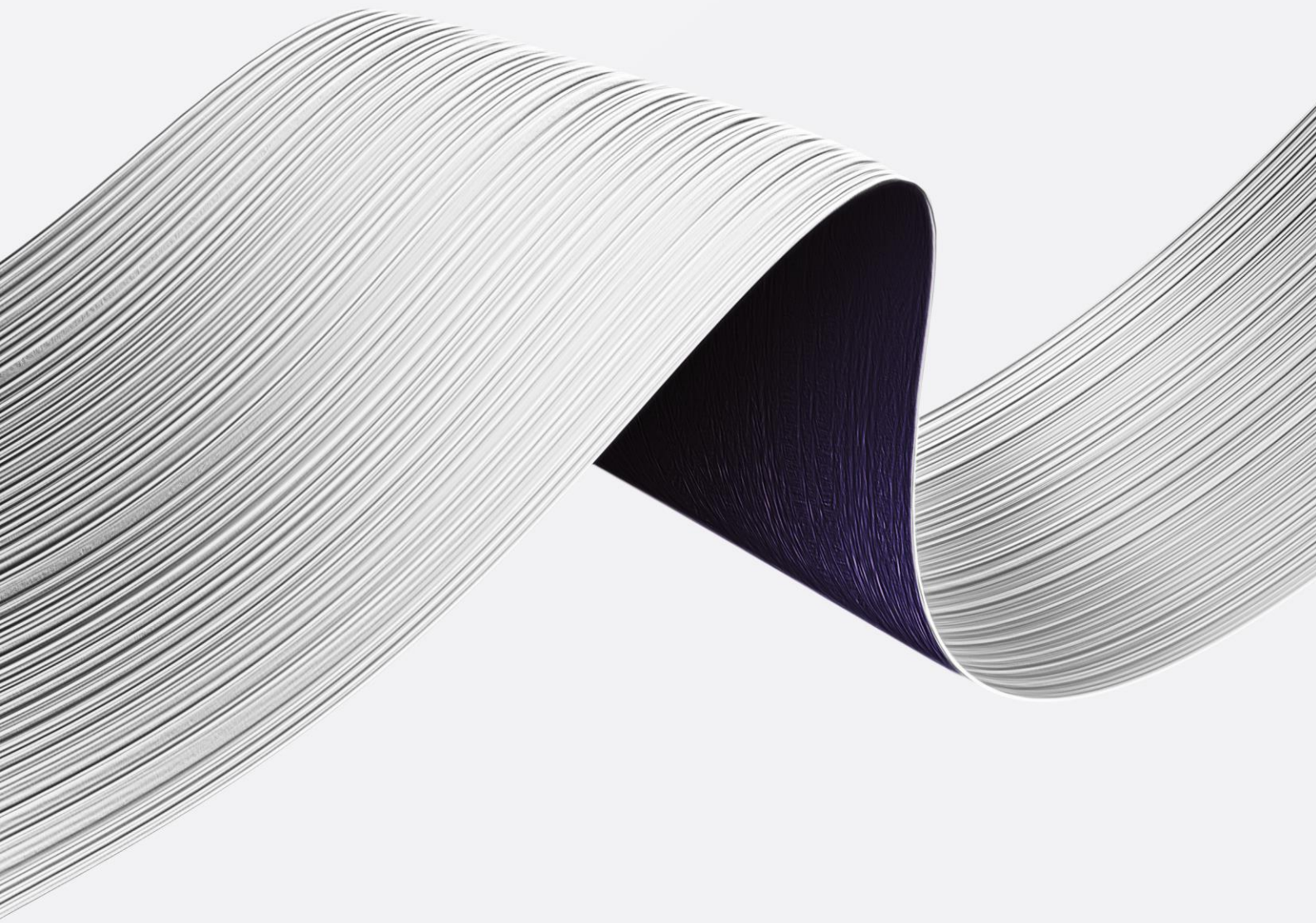# EVENTS COORDINATOR

Job Description

March 2022

EVENTS COORDINATOR - OXBRIDGE APPLICATIONS

Oxbridge Applications is the leading consultancy for students applying to Oxford or Cambridge. Founded in 1999, our team of expert consultants work directly with families and within schools across the UK to assist students applying to Oxbridge.

Oxbridge Applications (OA) is part of the Dukes Education family of schools and education organisations based in the UK. We bring together schools and organisations that are diverse in their offering, and yet united as outstanding examples of teaching and learning.

Job Description	
Summary of role:	Oxbridge Applications run high-quality events, conferences and courses that prepare students for applying to university. As the Events Coordinator you will be responsible for designing, planning and executing a range of first-class student events. As the nucleus of the Events team and primary contact point for all stakeholders you will oversee the logistics, compliance, delivery and management of all event staff. As the event lead you will be the go-to person for all delegates and you'll utilise your flexibility and quick-thinking to ensure the quality and success of every event. Working with the Head of Schools you will be crucial in fostering positive working relationships with colleagues at Dukes schools and colleges.
Main duties and responsibilities:	**Event Strategy** • Lead on the events strategy for Oxbridge Applications events including identifying new targets, setting event objectives, budgets and predicting profit margins. • Work with the Head of Schools on the schools event strategy, signing off new proposals and ensuring they align with the events objectives and delivery targets. • Responsible for competitor research and new event proposals including new event formats, new in-school event programmes and product launches. • Feed into the Consultancy's quarterly report on the success & profitability of events and how to optimise pricing structure and event performance. • Oversee all health and safety, safeguarding and other compliance training and processes at events. • Work with marketing to develop new collateral and material including driving admission test and course report publications.

20 YEARS OXBRIDGE APPLICATIONS

Oxbridge Applications is registered in England and Wales number 03757054.
Registered Office 14-16 Waterloo Place, London SW1Y 4AR.

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Event Delivery

- Manage the delivery of all Oxbridge Applications events and conferences ensuring they achieve agreed objectives and are to budget. Event delivery includes:
    - Oversee event logistics including interview timetabling, consultant liaison, venue hire, travel arrangements etc.
    - Oversee and manage all event staff including OA employees, tutors, hosts and consultants - utilising team expertise from across the consultancy.
    - Budgeting - signing off and tracking all event costs, ensuring each event is delivered to or below budget.
    - Liaise with the safeguarding lead to deal with any concerns raised by attendees, staff or delegates (following these up post event if necessary).
    - Coordinate all event communication, providing a primary point of contact for all employees, students, parents, tutors and suppliers.
    - Conduct risk and health and safety assessments

Quality control & processes development

- Lead on the quality control of all event products including assessing delivery and customer satisfaction, adapting event planning and delivery when necessary.

- Assess and optimise processes within Oxbridge Applications, supporting the wider team with capability in these areas (Salesforce, Excel spreadsheets etc.).

Reporting into:	Head of Oxbridge Applications
Remuneration and benefits	• An annual salary within the range of £28k-£32k dependent on experience • 25 days holiday plus bank holidays and your birthday off • Additional Christmas closedown period • Applicable for TOIL • Wellbeing Programmes • Company Pension • Company Events

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