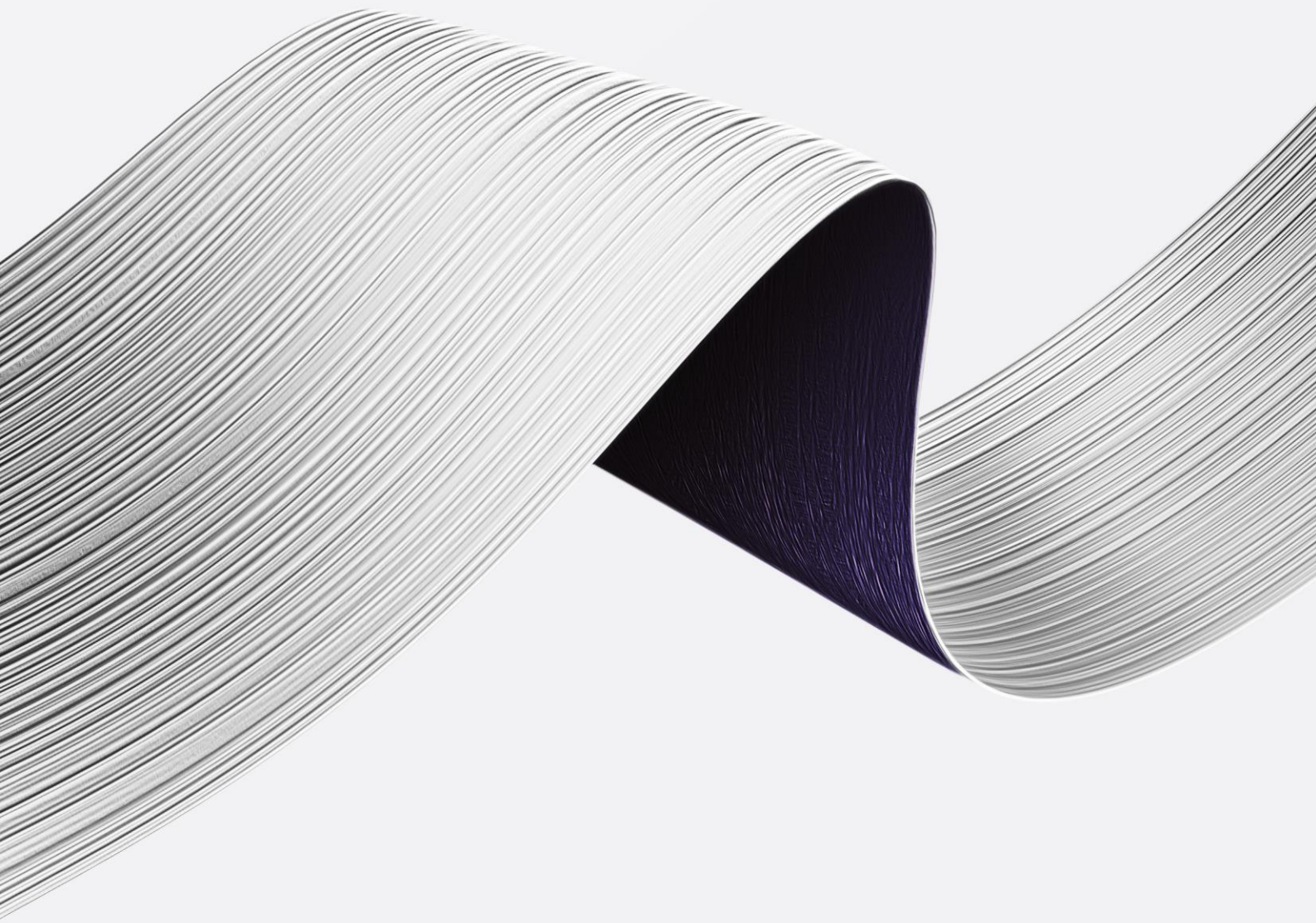


EVENTS & SCHOOLS EXECUTIVE

Job Description

March 2022



EVENTS AND SCHOOLS EXECUTIVE - OXBRIDGE APPLICATIONS

Oxbridge Applications is the leading consultancy for students applying to Oxford or Cambridge University. 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 runs high-quality events, conferences and courses that prepare students for applying to university. As the Events & Schools Executive, you will be assisting the Head of Schools and Events team in planning, hiring, organising and executing a range of first-class student events. 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:	<p>Event Strategy</p> <ul style="list-style-type: none"> • Assist the Head of Schools on the schools event strategy, help signing off new proposals and ensuring they align with the events objectives and delivery targets. • Assist with competitor research and new event proposals including new event formats, new in-school event programmes and product launches. • Assist with all health and safety, safeguarding and other compliance training and processes at events. <p>Event Delivery</p> <ul style="list-style-type: none"> • Assist in the delivery of all Oxbridge Applications events and conferences ensuring they achieve agreed objectives and are to budget. Event delivery includes: <ul style="list-style-type: none"> ○ Assist with event logistics including interview timetabling, consultant liaison, venue hire, travel arrangements etc. ○ When required correspond with all event staff including OA employees, tutors, hosts and consultants - utilising team expertise from across the consultancy. ○ Assist in coordinating all event communication ○ Assist in conducting risk and health and safety assessments ○ Alongside the Tutor Manager, assist with the tutor hiring process for the events ○ Attend schools for meetings and events when required (online and in person)

	<p>Business development/strategy implementation</p> <ul style="list-style-type: none"> • Work with the Events team to successfully deliver school events, ensuring delivery is of the highest quality and profit margin and net promoter score targets are consistently met. • Represent Oxbridge Applications and the Schools team at various conferences, seminars, workshops and events aimed at networking, business or product development. <p>Client Relationship Management</p> <ul style="list-style-type: none"> • Assist the Head of Schools with building effective working relationships with a variety of schools, owning these relationships to the long term advantage of the Oxbridge Applications. • Assist the Head of Schools in managing school clients’ academic needs and deliver exemplary and bespoke educational services and events in schools providing face-to-face and virtual consultancy services working with teachers and their students, to develop their confidence. <p>Other responsibilities</p> <ul style="list-style-type: none"> • Represent the Schools team throughout the business, seeking partnerships and collaborations throughout the Dukes Education Group as a means of expanding the Schools team’s impact and value to the wider business • Any other duties that may reasonably be expected of the role.
<p>Reporting into:</p>	<p>Head of Schools</p>
<p>Remuneration and benefits</p>	<ul style="list-style-type: none"> • An annual salary of £24k 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