



CHELTENHAM COLLEGE

Cheltonian Society Events Coordinator

The College and The Prep

The College consists of two inter-dependent fee-paying schools within a single executive structure. The Senior School (pupils from 13 – 18), founded in 1841, is the oldest of the Victorian public schools and is predominantly a boarding school of some 720 pupils, and with the purchase of a new house, is aiming to become 720 pupils within the next few years. College includes a Sixth Form of approximately 300 pupils.

The Prep School is situated on the same campus as Cheltenham College in a beautiful setting with its own sports fields, lake and stunning views of Leckhampton Hill. Originally situated on the main College campus, it moved to its current site in 1908. The Prep is fully co-educational, day and boarding, and takes pupils from 3 to 13, with the majority preparing for Scholarships and Common Entrance for the College. There are approximately 400 pupils.

Both schools are fully co-educational. They have fine academic records and a considerable reputation for sport, drama and music.

The appointment

The Cheltonian Society at Cheltenham College operates within the Development Office and exists to cultivate relationships with Old Cheltonians (OCs), current and past parents, current and past staff and friends of College, to keep them in touch with the school.

The Cheltonian Society Events Coordinator is directly responsible to the Development Director for delivering the annual programme of Cheltonian Society events, such as OC reunions, Leavers' Day and other Society social events (e.g. Andoversford Races, Cricket Festival and Society Carol Service).

He/she must have the ability to work in a busy environment and cope with conflicting demands. The post holder will be expected to demonstrate a significant amount of initiative and personal responsibility, as well as meticulous attention to detail and consistency.

Areas of Responsibility

Cheltonian Society Events

- Plan and organise the regular annual programme of Cheltonian Society events. These events take place in Cheltenham, elsewhere in the UK and overseas. Each event is likely to require the following actions: produce detailed proposals for events (including timelines, venues, suppliers, staffing and budgets); research venues, suppliers and contractors, then negotiate prices and hire; manage and coordinate suppliers and all event logistics (for example, venue, catering, travel); liaise with marketing to publicise and promote events; coordinate suppliers, handle queries and troubleshoot on the day of the event to ensure that all runs smoothly and to budget; organise

facilities for car parking and first aid; make sure that safeguarding and health & safety obligations are followed; produce post-event evaluation to inform future events

- All events are managed through the Development Office database and online community platform Toucantech. This platform is central to the work of the Development Office and good database skills will be required.
- Assist the Development Director in ensuring that the annual events programme continues to offer all Cheltonian Society members a range of appealing events. This will entail researching alternative events and suggesting new events designed to increase engagement with College, which might also help to lay the foundation for fundraising.

Society Merchandise and Financial Administration

- Research potential merchandise products and liaise with suppliers.
- Manage Society merchandise sales via telephone and the online Society shop.
- Payment processing for events and merchandise sales.
- Annual stock-take of Society merchandise.

Additional Departmental Support and Administration

- Carry out other duties across the Development Office as may reasonably be expected.

Responsible to:

The Cheltonian Society Events Coordinator is responsible to the Development Director and will work closely with the Cheltonian Society Communications Manager, in particular with regard to the database. There may also be occasions where an event is organised jointly with the Development Manager.

Terms and Conditions:

- Salary: College Pay Grade (B/C depending on experience) between at £21,500 – £25,300 per annum
- The role is full time, 9am to 5.30pm, times to be agreed with the candidate.
- There will be occasional evening and weekend work for which time off in lieu will be given.
- Members of staff can use the College sports' facilities (at staff allocated times).
- Pension scheme available after satisfactory completion of probationary period.
- Subsidised health scheme membership (Benenden)
- Staff discounts at local businesses and retailers

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