



ST JOSEPH'S COLLEGE

March 2025



Appointment of an
Event Planner

Fixed term contract – Maternity Cover

The Background

St Joseph's College is an independent school with Christian values that gives students space to thrive. Being part of the St Jo's Community is a once-in-a-lifetime experience. We provide a stable foundation for students and we take happiness very seriously.

At St Jo's we support the intellectual, spiritual, physical and emotional growth of every pupil. We firmly believe that children who thrive are the happiest of all and this creates an environment that is inspirational for staff as well as students. An energetic forward-thinking College, St Jo's is a day and boarding school for boys and girls aged 2-19 years.



Mission

At St Joseph's College, academic achievement, ideas, intellectual curiosity, collaboration and resilience are of equal importance.

Vision

Continue to grow our nurturing environment in which students are inspired to reach their full potential.

College Values

Aspiration, Respect & Confidence



The Opportunity

We are seeking a temporary Event Planner – Maternity Cover to manage all aspects of event delivery for six months. The ideal candidate will have a proven track record in events.

This is a rewarding and engaging role for a creative, meticulously organised and efficient Event Planner, who with support from the Marketing team will oversee all aspects of event planning and management, including identifying and working with a variety of external partners, negotiating contracts, and managing event budgets. The Event Planner will often manage all logistics on campus, which can lead to working some non-traditional hours.



The Person

Characteristics: You will be skilled at developing positive relationships across the school community, with partners, parents, students and staff. You will work closely with the student recruitment team in developing events that drive pupil/student recruitment across the College, in addition to supporting key on-site events across the academic year.

You will be confident to deliver an extensive annual event plan with clear objectives and creative flair that engage audiences including, but not limited to, families, prospective families, alumni, feeder schools, sports associations, community hubs and partners.



The Responsibilities

Throughout the year, the College hosts a variety of events including (but not limited to):

- National Schools Rugby Festival
- Recruitment events on campus: open days, snapshot mornings, information evenings, transition events and special recruitment days
- Parent-facing events including coffee mornings and key assemblies
- Flagship events such as senior school musical, carol service, arts week, sports festivals and concerts
- Partnership events on and off-site, local minis rugby tournaments, arts workshops
- Engagement events, developing a programme of community and fundraising events with Old Birkfeldians (College alumni), as well as current parents and students

The delivery of our engaging events calendar will be an integral part of the role. The Event Planner will be line managed by the Director of Marketing and Engagement and will be a team player, working closely with colleagues across the College, including the Senior Leadership Team, the Facilities Manager and the catering team.



The Responsibilities

General responsibilities:

- Lead the organisation of internal and external events to drive student recruitment, such as open mornings ensuring they are on-brand, highly targeted and delivering the desired outcomes. This will require close collaborative working with the Head of Student Recruitment, the Admissions Manager and the Director of Marketing and Engagement
- Make the necessary preparations for all events including carrying out risk assessments, managing all the pre-event planning, liaising with staff across the school and managing relationships with suppliers and service providers (internal and external)
- Ensure all events are appropriately staffed, including liaising with the Sixth Form team who will allocate prefects
- Walk through the event plan with appropriate colleagues to ensure risk assessments are completed, any health and safety directives are strictly adhered to, and all necessary documentation and insurances are in place
- Work with the Marketing Manager to ensure that all events are effectively promoted and supported with on-brand and on-budget marketing collateral



The Responsibilities

General responsibilities:

- Provide the Marketing Officer with information about the events to aid their external promotion via media channels
- With support from the Marketing Officer, develop and manage a range merchandise and stock to promote and be distributed at events
- Work with the Marketing Manager and Finance team to efficiently manage event budgets
- Oversee the on-day logistics of all events, attending to ensure they run smoothly and the school is showcased in the best possible light
- Evaluate each event and use key learnings to drive improvements
- Ensure that stakeholders and attendees are followed up, thanked or asked to feedback as appropriate
- Support, guide and offer advice to colleagues with additional events which do not fall under direct responsibility as needed



St Joseph's College National Schools Rugby Festival

Established in 1986, it's the most prestigious U18s schoolboy rugby tournament in the world, with the top rugby-playing schools competing to win the coveted trophy. The event demands an impressive amount of attention with:

- ✓ Over 6,000 visitors
- ✓ 2.2million views on social media
- ✓ 137K livestream views
- ✓ 20K website visitors
- ✓ 3.5K programme readership



The Responsibilities

Specific to National Schools Rugby Festival:

- Project manage the annual St Joseph's College Rugby Festival, working with Sports Department, Director of Business Development and the Director of Marketing and Engagement to plan and deliver this flagship College event
- Facilitate an internal organising committee for the Rugby Festival that engages staff and governors
- Work with the organizing committee to identify staffing needs for the Rugby Festival and effectively delegate tasks to ensure the event can be delivered without compromising other responsibilities
- Work with the Head of Finance to ensure that the Festival is financially well-planned and managed
- Work collaboratively with the Marketing team to agree on a communication and marketing strategy and to produce Festival collateral including the programme
- Source and liaise with external contractors, suppliers, and vendors
- Ensure any licenses required for events are obtained and where appropriate, that the alcohol permissions form has been completed



The Responsibilities

Specific to National Schools Rugby Festival:

- Attend the Festival as the main point of contact, coordinating logistics and operations on the day, troubleshooting as necessary
- Organise wash up meetings to evaluate the event and use learnings to further develop the festival
- Work with the Director of Business Development to deliver satellite events to the Rugby Festival

This job description is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

St Joseph's College, as an aware employer, is committed to safeguarding and promoting the well-being of children and young people as its number one priority. Robust recruitment selection and induction procedures operate throughout the College and extend to services linked on its behalf.



The Person

	Essential	Desirable
Educational qualifications	<ul style="list-style-type: none">• A good standard of education with A-levels or Level 3 qualifications	<ul style="list-style-type: none">• Educated to degree level• A-level English
Experience	<ul style="list-style-type: none">• Previous experience as an Events Planner from brief to implementation• Proven track record of successfully delivering to financial budgets	<ul style="list-style-type: none">• Experience of working within the education sector and/or familiarity with a school environment or the independent sector
Communication Skills	<ul style="list-style-type: none">• High standard of spoken and written English, excellent telephone and face to face communication skills• Good levels of numeracy• Keen eye for detail and high level of accuracy, with a commitment to quality• Effective negotiation skills	<ul style="list-style-type: none">• Experience of creating high quality marketing communications• Confident user of social media

The Person

	Essential	Desirable
Practical and intellectual skills	<ul style="list-style-type: none">• Excellent computer skills using Microsoft programmes• Strong organisational skills and an ability to prioritise and manage multiple tasks simultaneously and meet deadlines• High levels of creativity	<ul style="list-style-type: none">• Understanding of GDPR requirements and processes• Practical experience of working with websites• Photographic skills
Disposition and attitude	<ul style="list-style-type: none">• A positive and 'can-do' attitude• Keen attention to detail and a high level of accuracy• Able to multi-task and work well under pressure• Able to form and develop good working relationships with colleagues, suppliers and stakeholders• Must be able to work as a member of a team	

The Small Print

Hours per week: 8.30 am to 5.00 pm, five days a week, fixed term contract. Flexibility is required as there will be some events before or after core working hours and over some weekends. The role requires working on campus for four days per week and in addition to these days, the Event Planner would be present at up to three Saturday College Open Days per academic year, and two days working at the annual Rugby Festival. Due to the nature of an events role, flexibility is expected and there will be a requirement for evening and weekend work. The School will be flexible about the pattern of work hours to ensure that additional events can be accounted for.

Annual leave: The post holder will be entitled to 23 days of pro-rated annual leave, of which three days are to be taken during the Christmas shutdown, plus bank holidays. Bank Holidays will also be pro-rated.

Pay Scale: £30,000 to £32,000 depending on experience per annum

Reports to: Director of Marketing and Engagement

Key relationships: Marketing Manager, Marketing Officer, Communications Officer, Head of Student Recruitment, Admissions Manager, Vice Principal Head of Prep, Director of Business Development, Director of Sport and Heads of Faculty.





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