



JOB DESCRIPTION



Job Title	Development Events Manager
Department	Development & Alumni Relations Office Guildhall School of Music & Drama
Grade	D
Location	Guildhall School of Music & Drama
Responsible to	Deputy Head of Development
Responsible for	n/a

Development and Alumni Relations at the Guildhall School

The Development & Alumni Relations Office (“DARO”) at the Guildhall School is responsible for securing revenue and capital income from a wide variety of philanthropic sources including individuals (major gifts and regular giving programmes), grants from trusts and foundations, legacy gifts, corporate support and fundraising events.

It is also responsible for managing and growing mutually beneficial relationships with alumni of the School, Fellows and other supporters.

The team works closely with academic and administrative departments across the School, partner organisations, the Guildhall School Trust, the Board of Governors and other senior volunteers to maximise support for the School, its students and alumni.

Purpose of Post

To develop and implement an events strategy for DARO which aligns with cultivation, stewardship and fundraising goals and objectives.

To work within DARO to support fundraising activity through the development and management of an annual portfolio of cultivation and stewardship events.

To coordinate and manage the logistics, budgets and execution of events and obtain sponsorship for events as appropriate.

To lead on event evaluation and use this to inform the future development of events activities and programmes which support DARO objectives.

To assist colleagues in DARO with fundraising activities as required.

To advocate for DARO within the wider events programme of the School and be committed to providing the highest level of service to external and internal stakeholders.

Key Relationships

- Deputy Head of Development (Line Manager)
- Head of Development and other members of the Development team
- Other Advancement division colleagues
- Internal stakeholders such as students, academic, administrative and professional staff
- External prospects and donors, alumni, fellows, former staff, and parents of students

Main Duties & Responsibilities

1. To produce and implement a creative and engaging events strategy for Development in response to their cultivation and stewardship needs, ensuring this strategy has clear objectives, measurable outcomes and reaches target audiences.
2. To build close relationships with other departments within the School to support the planning and delivery of DARO events, securing engagement from internal stakeholders, staff and alumni (where appropriate), and acting as an ambassador for DARO at all times.
3. To plan, manage and deliver all events for the Development department ensuring that highest standards are achieved and event objectives are met.
4. To administer detailed documents and briefings, coordinating and supervising all logistical elements (including catering, venues, security, AV, finance, facilities, special guests and content), working with the relevant internal and external stakeholders to run a successful event. To work with team administrators to ensure tickets are held and managed as needed. To offer the highest level of customer service to all guests and stakeholders at DARO events.
5. To prepare detailed event costings, obtaining management approval and ensuring all information is entered onto the event planning documents within agreed timescales. To obtain estimates for additional services required from external contractors and, where appropriate, to arrange for contracts to be issued for these additional services and for the charging of these services to the department after the event (where external charges are applicable).
6. To seek - where appropriate and in consultation with DARO colleagues – and obtain event sponsorship or sponsorship-in-kind to offset and minimise costs.
7. To liaise with the relevant departments to ensure health and safety (including risk assessment), licensing and fire regulations are adhered to, and to have a good knowledge of these regulations when discussing and agreeing arrangements for events.
8. To lead on event wash-ups including reporting on KPIs, written evaluations and attendee surveys and use this to further develop events and events strategies and initiatives in support of DARO objectives.

9. To manage events within the School's database Raiser's Edge. To oversee the RSVP process undertaken by team administrators, ensuring all data is GDPR compliant.
10. To be responsible for ensuring the correct protocol for Royal visits and visits by other VIPs to allocated events. To liaise with event organisers and service departments to ensure the necessary arrangements are adhered to for allocated events.
11. To attend and represent the Development events calendar and team at the monthly event planning meetings chaired by the Deputy Director of Advancement.
12. To occasionally attend external meetings with partners, donors and/or prospects as necessary to deepen their engagement with the School via events and facilitate planning.
13. From time to time to support the Alumni Relations Manager with alumni events, including online careers events and Development activity at the School's graduation ceremonies. To engage and manage the participation of Alumni, Fellows and Honorary Fellows at DARO events.
14. To be prepared to work on a variety of other events across the School as directed by the Deputy Head and Head of Development.
15. To work with other team members across the Advancement division to develop and implement social media strategies around events, where appropriate.

Other

16. To take reasonable care for your own health and safety, and that of other persons that may be affected within the working environment, in accordance with the Guildhall School's and Corporation of London's Health and Safety procedures.
17. To actively promote and contribute to the development of the Guildhall School's Environmental and Sustainability Policy and the BS8901 in Sustainable Event Management.
18. To actively seek to implement the City of London's Occupational Health and Safety Policy in relation to the duties of the post, and at all times give due regard to the health and safety of both themselves and others when carrying out their duties.
19. To actively seek to implement the City of London's Equal Opportunity Policy and the objective to promote equality of opportunity in relation to the duties of the post.
20. To undertake any other duties that may reasonably be requested appropriate to the grade.

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Trent Position Number	{19D0160/001}

Please find below the key skills, experience and core behaviours required to undertake this post.

Technical Skills / Professional Qualifications / Relevant Education & Training

- Good understanding of the strategic role of development, supporter and alumni relations within a major institution or organisation (A) (I)
- Ability to develop events strategies in accordance with organisational goals and objectives in respect of cultivation, stewardship and fundraising.
- Skills and ability to plan, coordinate, manage and deliver cultivation and stewardship events to a high professional standard.
- Ability to seek and obtain sponsorship for events.
- Good working knowledge of health and safety, licensing and fire regulations relevant to the delivery of events in a public venue.
- Good working knowledge of the Data Protection Act and their implications in Development work (A) (I)
- Good knowledge of Raiser’s Edge or other fundraising/relationship databases. (A) (I)
- Excellent verbal communication skills with the ability to successfully cultivate and develop productive relationships with an external network of alumni, donors, potential sponsors and supporters of the School. (A) (I)
- Excellent written communication skills in order to write briefing documents, strategies, event plans and proposals in respect of cultivation, fundraising and stewardship events.
- Ability to undertake event evaluation and use this to inform future events activities and initiatives.
- Ability to manage budgets.
- Ability to ensure the provision of the highest levels of customer service in the delivery of high quality events and hospitality.
- Ability to work to tight deadlines and maintain a calm, ordered approach (A) (I)
- Ability to work independently in a busy multi-task environment as well as part of a dynamic and supportive team is essential (A) (I).
- Able to use own initiative with the flexibility to prioritise effectively and coordinate more than one project at once. (A) (I)
- Ability to act as an external ambassador for the Guildhall School and its activities. (I)
- Ability to develop and sustain relationships with Guildhall School colleagues and students. (A) (I)

- Ability to develop an awareness and sensitivity to the distinctive issues faced by the School's students and graduates and able to respond imaginatively to the challenges that these create.
- Interest in the performing arts, particularly music and theatre (A) (I)
- High level of proficiency in Microsoft Office including Outlook, Word, Excel, and PowerPoint (A) (I)

Experience Required

- Experience in a similar role developing events strategies and devising and delivering high quality events in accordance with organisational objectives.
- Successful experience of developing and leading on cultivation/stewardship/fundraising events, seeing them through from conception to delivery and evaluation (A) (I)
- Successful experience of hands-on operational event management. (A) (I)
- Experience of creating and working to budgets (A)
- Experience of using fundraising/relationship databases (A) (I)

Other Relevant Information e.g., working hours or desirables (only if applicable)

35 hours per week. Regular out-of-office-hours working will be required in order to meet the needs of the School's event programme, for which time off in lieu is available.

Recruitment – Note to Applicants

The qualifications, experience and technical skills will be used in the decision making process for recruitment. Please give examples of how you have exhibited these behaviours in your previous role(s). It is essential you address the criterion marked as (A) on your application form in the section for supporting information.

Be as specific as possible, we cannot guess or make assumptions, but will assess your application solely on the information provided. Try to provide evidence, by examples, where possible, of skills, knowledge and experience contained in this person specification.



Summary of Terms and Conditions of Employment



Job title: Development Events Manager

Department: Guildhall School of Music & Drama

This summary is given as a guide and is not intended to form part of an individual's contract of employment.

Salary

The salary range for this job is £36,060 - £40,750 inclusive of London Weighting depending on experience. This figure will be reviewed annually from 1 July in line with the pay award for other salaried staff within the City of London Corporation.

New appointees will normally be placed on the bottom of the pay scale.

Contract

The job is offered on a permanent basis.

Hours of Work

Normal office hours are 35 hours per week, Monday to Friday, excluding lunch breaks.

Frequency and Method of Payment

This is a monthly paid appointment and salaries are credited to a Bank or Building Society Account on the 11th of each month.

Annual Leave

There is a minimum entitlement of 28 days annual holiday, plus Bank Holidays. There are subsequent increases to entitlement to annual holiday according to length of service.

Sickness Absence and Pay

The City of London Corporation has a comprehensive Occupational Sick Pay scheme, details of which can be found in the Employee Handbook which will be made available to you upon commencement.

Pension

You will automatically be admitted to the City of London Corporation's Pension Scheme if you have a contract of employment for more than 3 months. Employees contribute between 5.5 and 12.5% of their pensionable pay to the scheme, depending on salary. If you do not wish to join the Scheme you must make a formal declaration stating you wish to opt out. You may

contact the Pensions Office directly should you have any queries relating to the Local Government Pension scheme and your entitlements under this scheme.

Continuous Service

If you join the City of London Corporation without a break in service (subject to certain exceptions) from another body covered by the Redundancy Payments (Local Government) (Modification) Order 1999, your service with that institution will count for the purpose of continuous service. The amount of continuous service which you have will affect your entitlement to certain contractual benefits; for example, annual leave, sick leave and maternity leave. A full explanation of Continuous Service is contained within the Employee Handbook.

Probationary Period

You will be employed initially on a six month probationary period. Should either party wish to terminate the employment during this period, then one week's notice will be required on either side, except for summary termination for gross misconduct.

Notice Period

Two months by either party after satisfactory completion of probationary period.

Learning and Employee Development

The City of London provides for financial support and time off for staff to study for appropriate qualifications which relate to their duties or undertaking professional skills update training. There is also an in house programme covering more general training needs.

Employee Volunteering Programme

Through its partnership and regeneration work, the City of London aims to contribute to the social and economic regeneration of the seven boroughs bordering the City: Camden, Hackney, Islington, Lambeth, Tower Hamlets and Westminster. These boroughs contain some of the most deprived neighbourhoods in the country.

The Employee Volunteering Programme, established in 2002 allows staff to volunteer their time, skills, knowledge and expertise to benefit local residents whilst developing their own professional skills. All staff are given the opportunity, subject to line management agreement, to take 2 days of volunteering leave per year to enable them to do this.