Background

The Entrepreneurship Centre at Cambridge Judge Business School is where entrepreneurship gets real. It is where groundbreaking research and excellence in teaching combine to create global impact and enable entrepreneurs to turn ideas or innovations into real commercial applications and sustainable businesses.

A supportive culture which encourages growth mindsets and ambitions means our entrepreneurs create ventures which can potentially make a significant and long-lasting contribution to society.

The Centre supports entrepreneurs and innovators at different stages of the entrepreneurial journey from aspiration to venture creation and startup development, through to real expansion and growth. We offer multiple entry points to resources, programmes and networks allowing individuals to structure and customise a personal journey directly relevant to them and their ventures.

This environment empowers individuals to identify milestones and measures of success while focusing their endeavours on persistent progress within demanding and dynamic environments. To better navigate this journey, the Entrepreneurship Centre provides a gateway to a wealth of experts, practitioners and entrepreneurs who have real world experience, as well as to academics conducting world-class research and teaching.

Cambridge Judge Business School has originated a 'practitioner-focused' approach to entrepreneurship which combines academic thought-leadership with real practitioner insight, providing sound foundations inherently connected to practical implementation. The Entrepreneurship Centre is the home, within the Cambridge Cluster, to all disruptive entrepreneurs and innovators.

The role

We are seeking an Event Coordinator to fulfil a key role in the marketing and delivery of our programmes and events on a year-round basis.

The primary aim of the role is to oversee all aspects of planning, organising, delivering and evaluating events to agreed timelines and budgets in order to raise awareness within the University of Cambridge and at a local, national and international level of the Entrepreneurship Centre’s mission to nurture and support entrepreneurs and new ventures through training and teaching programmes; and to promote key educational attributes and benefits of programmes in the portfolio as part of defined marketing campaigns.
The Event Coordinator will be responsible for managing activities with entrepreneurs, sponsors, partners and corporates and for managing a key programme in the portfolio – Enterprise Tuesday.

The role holder will work within the marketing team but will also liaise closely with faculty, programme directors, programme managers and programme administrators based within the Entrepreneurship Centre. They will also work closely with colleagues from Cambridge Judge Business School’s External Engagement and Corporate Communications & Marketing teams. In addition, the role holder will liaise with faculty and administrative staff across the School and wider University, as well as external corporate contacts and suppliers.

The Event Coordinator will focus on effective event management, striving to enhance current activity and develop opportunities.

**Main responsibilities**

A key aspect of the role is the management of the Enterprise Tuesday series of lectures and networking sessions run in November, February and May each year.

Enterprise Tuesday is designed to support the entrepreneurial ambitions and aspirations of students and staff at the University of Cambridge. It informs and inspires local startups, business owners and managers in the Cambridge Cluster and beyond. Enterprise Tuesday is one of the most popular non-assessed programmes at the University attracting over 1200 people to register annually and acts as a key route to entrepreneurship resources and networks. It is also viewed as an important route for students and aspiring entrepreneurs to other Cambridge Judge Business School programmes and as a bridge between the academic and business communities.

The Event Coordinator is required to manage high-profile, VIP guest speakers for Enterprise Tuesday ensuring they are adequately briefed ahead of time and supported throughout the session(s); to manage sponsors ensuring expectations for participation and exhibiting are met and/or exceeded; to oversee the work of staff members across the School who are supporting the weekly sessions ensuring that the organisation and delivery is of a high standard; and to ensure delivery of the programme is on time and to budget.

The Event Coordinator is also responsible for nurturing the relationship with Cambridge Judge Business School’s appointed honorary Entrepreneurship Fellows and Associates (who contribute to and support the Centre’s programmes and activity) and the relationship with the Entrepreneurship Centre’s sponsors and partners through the planning and delivery of tailored events and communications.

The Event Coordinator also supports conferences at Cambridge Judge Business School, royal visits and events for Pitch@Palace (an initiative founded by HRH The Duke of York KG).

**Managing the organisation and delivery of Enterprise Tuesday**

- Ensures the series is planned, organised and delivered across the year to agreed timelines and budget.
- Liaises with guest speakers to ensure their needs for participation are met and/or exceeded.
- Manages the logistics associated with the series including booking venue(s), catering and audio-visual support.
• Oversees the work of staff and suppliers who support the weekly sessions to ensure high standards of delivery are met.

• Liaises with Enterprise Tuesday sponsors and partners to ensure their needs and expectations are met and exceeded both before, during and after the sessions.

• Maintains accurate records of registration, attendance and speaker performance on the CRM database.

• Manages termly and annual reports to evaluate the performance of the programme and to inform future programmes.

Managing Entrepreneurship Centre events

• Plans and organises delivery of, or participation in, multiple internal and external events to objectives, timetables and budgets agreed with the line manager and the directors of the Entrepreneurship Centre at Cambridge Judge Business School.

• Attends regular meetings with members of the Entrepreneurship Centre team and also with colleagues across the School to ensure flow of communications, effective use of resources and shared insights into activity.

• Manages and oversees the delivery of events on the day of, including supervision of numerous staff supporting the event, problem-solving, welcoming guests, directing event set-up and organising exhibitors.

• Oversees the work of staff and external suppliers associated with supporting each event, providing motivation, leadership on the key aims of the programme and session, direction as to their allocated tasks and guidance on logistics.

• Communicates with Entrepreneurship Centre marketing colleagues to create effective, on-brand advertisements and mailings for each event and, when necessary, to craft marketing materials such as print and online advertisements for individual events.

Managing records and providing input to inform future activity

• Maintains accurate records of event registration, attendance and feedback on the CRM database.

• Ensures accurate evaluation and analysis of the success of Entrepreneurship Centre events through regular reports based on requirements, set objectives and target audiences which provide recommendations.

• Maintains financial records associated with events to inform budgeting process.

Maintaining and building relationships

• Supervises special clinics and workshops with programme and event sponsors or partners from large national and multinational companies to ensure their needs and expectations are met and/or exceeded, good relations maintained with the Entrepreneurship Centre and strategic aims for these partnerships at Cambridge Judge Business School level are met.

• Develops and manages specific communications and events to maintain and build the relationship between the Entrepreneurship Centre and appointed entrepreneurship fellows and associates.
The person

The ideal candidate should have the following qualities, skills and attributes. You are asked to provide a CV and a covering letter demonstrating how your own experience meets these requirements:

- Degree or qualification in event planning, marketing or related field preferred or proven experience as an event coordinator/manager.
- Proven track record of planning and delivering multiple events successfully.
- Experience of overseeing the work of junior or temporary staff and supervising external suppliers to manage and deliver events.
- Experience of working with CRM databases to manage registration lists.
- Experience of marketing automation software (such as MailChimp or DotMailer) to manage event communications.
- Proficient with Microsoft Office software.
- Skilled in project management.
- Outstanding communication and interpersonal skills.
- A team player with leadership skills.
- Good time management, well organised with ability to multitask.
- Able to articulately propose ideas to improve services and event quality.
- Research skills to identify event opportunities, understand the market, and generate interest.
- Strong written skills.
- Strong client-facing skills.
- Flexibility to work outside of standard hours as required to support evening and weekend events.
- Flexibility to support other Entrepreneurship Centre activity or Cambridge Judge Business School events from time to time.

Benefits

This is a full-time position working 36.5 hours per week. There will be a six-month probationary period. Holiday entitlement is 28 days per annum plus eight days of public holidays. The salary will be in the range £28,660-£34,189 per annum.

The full incremental salary range for the position is advertised in order to demonstrate the progression for the Grade. In the majority of cases appointments will be made at the Grade minimum; only in very specific exceptional circumstances can a higher salary be offered.

The University of Cambridge comprises more than 150 departments, faculties, schools and other institutions, plus a central administration and 31 independent and autonomous Colleges. It is one of the world’s oldest and most successful Universities, with an outstanding reputation for academic achievement and research.

With excellent benefits, extensive learning opportunities and a stimulating and attractive environment, the University of Cambridge is a great place to work. Our employees are eligible for a wide range of
competitive benefits and services. We give them access to numerous discounts on shopping, health care, financial services and public transport. We also offer final salary pensions and tax-efficient bicycle and car lease schemes.

We have two nurseries and a holiday play scheme to help support those with childcare responsibilities and we offer various types of family-friendly leave to aid employees’ work-life balance. In addition we operate a number of initiatives to promote career development, health and well-being.

Further details can be found at www.admin.cam.ac.uk/offices/hr/staff/benefits. There is also a range of information about living and working in Cambridge at www.jobs.cam.ac.uk.

Application arrangements

To submit an application for this vacancy, please search for this position on the University’s Job Opportunities website at www.jobs.cam.ac.uk and click on the "Apply online" button at the bottom of the relevant job description. This will route you to the University’s Web Recruitment System, where you will need to register an account (if you have not already) and log in before completing the online application form.

The closing date for applications is Sunday 14 October 2018.

Applicants are required to provide details of two referees. These will not be contacted unless the applicant is shortlisted.

Equality of opportunity at the University

The University of Cambridge is committed to a proactive approach to equality, which supports and encourages all under-represented groups, promotes an inclusive culture and values diversity. Entry into employment with the University is determined by personal merit and by the application of criteria required for the post. No applicant for an appointment or member of staff will be treated less favourably than another on the grounds of sex (including gender reassignment), marital or parental status, race, ethnic or national origin, colour, disability (including HIV status), sexual orientation, religion, age or socio-economic factors.

The University has various diversity networks which help it to progress equality; these include the Women’s Staff Network, the Disabled Staff Network, the Black and Minority Ethnic Staff Network and the Lesbian, Gay, Bisexual and Transgender Staff Network. In addition, the University was ranked in the top 100 employers for lesbian, gay and bisexual (LGB) staff in Stonewall’s Workplace Equality Index 2011.

Information if you have a disability

The University welcomes applications from individuals with disabilities and is committed to ensuring fair treatment throughout the recruitment process. Adjustments will be made, wherever reasonable to do so, to enable applicants to compete to the best of their ability and, if successful, to assist them during their employment.

We encourage applicants to declare their disabilities in order that any special arrangements, particularly for the selection process, can be accommodated. Applicants or employees can declare a disability at any time.
Applicants wishing to discuss any special arrangements connected with their disability can, at any point in the recruitment process, contact, a member of Cambridge Judge Business School's HR team who are responsible for recruitment to this position, on (01223) 768497 or by email on hr@jbs.cam.ac.uk. Alternatively, applicants can contact the HR Business Manager responsible for the department they are applying to via hrenquiries@admin.cam.ac.uk.