

JOB DESCRIPTION

Job Title: Events Officer

Department: Communications

Reports to: Director of Communications

Purpose of role:

To assist with the development, coordination, delivery, and promotion of a range of high-profile, public-facing events across the College, including a number of significant anniversaries and public lectures taking place throughout 2027, in coordination with the Communications Office, as well as various other stakeholders. The incumbent will help create meaningful experiences that celebrate Trinity's legacy and foster community and public engagement.

Key accountabilities:

- Manage the creative elements of events related to the 300th anniversary of Isaac Newton's death. This will involve working with students, staff, Fellows, past and present Shaffer Playwrights in Residence, and other potential stakeholders, including local theatre staff, science education staff (i.e. Cambridge Science Centre or Woolsthorpe Manor), in order to develop content and activities aimed at a broad audience ranging in age from children to adults. The postholder will be a key point of contact for public engagement related to the Newton anniversary.
- Working closely with the Fellows for Public Lectures and Creative Arts and the College Administrator, assist in the planning and delivery of Trinity's public lecture series, including the Birkbeck, Clark, Global Humanities, Lees Knowles, and Tarnier lectures. This will involve liaising with speakers, coordinating logistics, and managing the internal and external promotion of the lectures.
- Working closely with the Communications Office, assist in the conception, planning, and execution of public-facing elements related to the installation of Trinity's new Master in October 2026 and subsequent events throughout the year related to the new Master and engagement with various communities. This will involve liaising with other College departments, such as ARDO, Tutorial, Catering, and IT.
- Working closely with the Communications Office, assist in the conception, planning, and execution of celebrations for the centenary of the Great Court Run (June 2027) and the 400th anniversary of John Ray's birth (November 2027), as well as any other anniversaries that the Communications Office and/or Council deem valuable to commemorate. This will involve liaising with various College departments, including ARDO, Library, Gardens, Catering, and more.
- In coordination with the Fellows for Public Lectures and Creative Arts who manage the programme, develop, coordinate, and execute events associated with the Shaffer Playwright in Residence; and assist them in other arts events and initiatives, including the development of the Cambridge Literary Festival partnership, and proposals emerging from the College's developing strategic plan in the Creative Arts. Additionally, work with the Fellow Commoners in Creative Arts to develop events promoting their creative works and engaging the public.
- As needed, assist other teams in College with their regular events, such as Open Days, memorials, and significant concerts. For academic conferences, including lectures and Festschrifts, provide support to the Fellow organizing the event.
- Develop a set of checklists/standard operating procedures to assist in the planning of future events.

- In consultation with the Communications Office, begin initial plans for significant events that will take place in Academic Year 2027/28.

For all events managed by this post, this will involve:

- Preparatory admin work: draft documents related to the event for Council, if needed. Ensure any promotional materials follow branding guidelines. For large events, ensure Prevent procedure is followed, etc.
- On-site leadership: lead engagement on the day of events, overseeing operations and ensuring smooth execution. Serve as a point of contact for staff, volunteers, and participants, addressing any issues or concerns that may arise.
- Risk assessment: conduct thorough risk assessments for each event, identifying potential hazards and developing mitigation strategies to ensure the safety and security of all participants and staff. This will include safeguarding risk assessments for events that may involve children. Work closely with relevant departments and external partners to address any concerns and implement appropriate measures.
- Budget assistance: assist event leads in developing and managing event budgets, providing guidance on cost estimation, expenditure tracking, and financial reporting.
- Evaluation: assess the success of events through feedback, attendance metrics, and post-event reports. Provide recommendations for future event improvements based on evaluation results.

The College reserves the right to make reasonable changes to the duties and requirements in the job description, which may be necessary to meet the changing needs of the role or to reflect the latest technology or best practice.

PERSON SPECIFICATION

Criteria	Description	Essential/Desirable
Experience	Proven experience in event coordination, preferably in an academic institution and involving students, academics, and/or alumni.	Essential
	Experience analysing data and writing reports.	Desirable
	Experience using social media.	Desirable
	Some knowledge of collegiate University systems.	Desirable
Skills	Exceptional organizational and time-management skills, with the ability to use own initiative, prioritize tasks, and meet deadlines; capacity to manage multiple projects simultaneously and work under pressure.	Essential
	Strong IT skills and experience of Microsoft Office applications, particularly Word, Excel, and PowerPoint.	Essential
	Strong communication (written and oral) and numerical skills.	Essential
	Excellent interpersonal skills, including by email and phone, and the ability to interact professionally with diverse stakeholders.	Essential
	Ability to build good working relationships and share knowledge with team members.	Essential
	Excellent attention to detail and accuracy.	Essential
	Website editing and content creation.	Desirable
	Understanding of GDPR rules as related to ticketing/event registrations, online forms, and data retention.	Desirable
Qualifications	Educated to degree level, any discipline acceptable; or equivalent experience.	Essential
Additional requirements	Flexibility to work evenings and weekends as required by event schedules.	Essential
	Creative and interested in continuous professional development; enthusiastic.	Essential
	Resilience and patience when dealing with the unexpected.	Essential

EMPLOYMENT DETAILS

Rate of Pay:	£31,000 - £36,000 per annum, depending on experience.
Hours:	Full time. The full-time hours of work will average 36.25 hours per week over the course of the year. The hours will normally be between Monday and Friday, but occasional evening and weekend work will be expected. Time off in lieu will be given for additional hours worked. Applicants wishing to work Part time – 4 days per week, will be considered.
Location:	The role is based in College (not hybrid).
Probationary Period:	Four months.
Contract type:	Fixed-term - 12 months.
Holiday:	25 working days per annum plus 8 public holidays. Pro rata for part time.
Meals:	Free lunch is provided for staff whose duties cover this period when working in College.
Pension scheme:	A pension scheme, which complies with the requirements of the Occupational and Personal Pension Schemes Regulations for auto-enrolment, will be available after three month's service. All staff will become members unless they choose to opt out.
Private Health Care:	Membership of a free health care and a dental care scheme are available. Staff are able to join the schemes after successful completion of their probationary period, subject to eligibility. This is a taxable benefit.
Gym:	Membership of the College gym is available for a modest fee. Inductions are compulsory.
Sports & Social Club:	The Trinity College Staff Sports and Social Club, run by a committee of staff, offer regular outings to places of interest, and organises functions including a Christmas event.
Cycle to work Scheme:	A tax-free benefit allowing you to spread the cost of a new bike, including either a pedal bike or an e-bike, and equipment for it, over 12 months, maximum limits apply, after successful completion of their probationary period.
Employee Assistance Programme:	To support staff emotional and physical wellness, we provide free access to an employee assistance scheme, available 24/7. This is a free and confidential telephone and web based information and support service providing staff with access to professional consultants and counsellors.

Childcare:	Access to a workplace nursery, subject to places being available.
College Punts:	Use of College punts at a subsidised rate.
Access to College:	The College is unable to provide parking on site. Access to and parking in the City Centre is becoming increasingly difficult. The City Council has provided several Park and Ride sites around the city outskirts, with regular bus services. Many members of staff cycle to work and the College may be able to provide covered cycle parking.