

**Job Description**

**Job Title: Old Stoic Society Events Co-ordinator**

**Department: Campaign**

**Accountable to: Old Stoic Society Director**

**Responsible for: No direct reports**

**Purpose of the job:**

To co-ordinate, manage and provide whatever support is needed to ensure that the Old Stoic (and Campaign) annual events programme is successfully implemented and reinvigorated year-on-year. To act as the main day-to-day contact point for all incoming OS queries. To co-ordinate marketing campaigns for the Old Stoic Society.

**Context:**

Stowe School occupies Stowe House and about 200 acres of the Stowe estate, and is located in Stowe’s world famous landscape gardens set in 880 acres. Stowe School is an independent co-educational boarding School with approximately 770 pupils. There are around 400 full and part-time staff with 80 staff and their families living on site. The National Trust manages the landscape gardens and opens the grounds to over 100,000 visitors a year. Stowe House is open to the public during the School holidays and, for guided tours, during term time.

Stowe School is committed to safeguarding and promoting the welfare of children and expects all staff to share in this commitment.

**Values and Behaviours:**

The post-holder is expected to act professionally at all times and in accordance with the standards of behaviour and code of conduct outlined in the staff handbook and below.

The Stowe Community is committed to working together to achieve Stowe’s aims and objectives. It is a Christian community that aspires to excellence through working efficiently whilst being responsive to change, adding value where possible and using resources wisely. We collaborate to work both as individuals and as members of a team, communicating and consulting often and openly to the highest standards. We act with integrity and treat each other considerately, valuing diversity and rejecting discrimination. We operate within the appropriate laws and regulations. We are accountable to each other and to our pupils, parents, governors, trustees and visitors. The Stowe Community is both environmentally and socially responsible, recognising the importance of an appropriate work/life balance.

**The Old Stoic Society:**

The Old Stoic Society is the alumni association of Stowe School and is widely recognised as one of the leading edge organisations of its type in the UK. Led by a dynamic, active and supportive committee of former Stowe pupils, it has over 10,000 members and offers a wide range of events, networking opportunities, sports clubs and other added-value services. It also maintains close and collaborative links with Stowe School.

**Key Responsibilities and Accountabilities**:

* To assist in the management and successful development and implementation of a range of events, both at Stowe and elsewhere, for the Old Stoic Society and the Campaign for Stowe.
* To provide a day-to-day point of contact for Old Stoics.
* To assist with the content management of the Old Stoic website.
* To assist with the production and management of promotional marketing for the Old Stoic Society.

**Key Tasks:**

1. **Old Stoic Events:**

These are a mainstay of the Old Stoic calendar and include reunions, business networking and careers events, drinks receptions and dinners, sports matches, summer party, regional and global events. A number of set piece events take place at Stowe and others take place in London and around the country. A vibrant and eclectic group of Old Stoics form a subcommittee who steer the events programme, this role would include an active seat on the subcommittee, attending regular meetings in London as well as running events at numerous locations around the country. Excitingly, we are currently working toward Stowe’s Centenary Year so events over the coming 18 months will celebrate Stowe’s 100th birthday.

Tasks will include:

* 1. Working with the Old Stoic Director and Old Stoic Events Committee in planning and organising the programme of events, particularly the forthcoming events planned to celebrate Stowe’s Centenary in 2023. To include sitting on the OS Events Sub Committee and attending meetings taking place in London. Tasks will include (but not be restricted to):
  2. Initial planning, design and preparation of events;
  3. Invitation, response and ticket handling, including;
  4. Venue liaison from enquiry to fruition;
  5. Liaising with internal staff and external suppliers as necessary;
  6. Ensuring logistical arrangements are in place;
  7. Overseeing smooth implementation at the event;
  8. After-event communication with guests.
  9. Reporting on success of the event and generating ideas to re-invigorate future occasions.
  10. To work with the network of OS regional and global representatives to encourage more activity overseas and around the country.

1. **Old Stoic Marketing**

The Old Stoic Society produces a portfolio of web based, email, postal and social media campaigns throughout the year, along with the production of an annual magazine for Old Stoics, called The Corinthian. Marketing duties will include:

1. Working with the Old Stoic Director in planning and organising the programme of communication campaigns.
2. To compile and enter news data received from members for The Corinthian on the departmental database.
3. Assisting with the content management and proof reading of The Corinthian.
4. Assisting with the organisation and execution of mail and email campaigns. To write content, layout and dispatch HTML emails to the Old Stoic database as instructed by the Old Stoic Director.
5. Managing the content for Stowe Connect, a private online network for the Stowe Community and encouraging Old Stoics to sign up to use the platform.
6. Managing the content for Old Stoic Social Media accounts, including Facebook, Twitter and LinkedIn, working with the Old Stoic Director to develop campaigns and increase followers on these platforms. To take photographs which may be used on any of the Stowe or Old Stoic platforms.
7. Producing articles about Old Stoic events and activities to feature on website and the annual magazine. To produce blog content where required.
8. Edit sections of the Stowe and Old Stoic Society website, using the content management system. To ensure that all Stowe and Old Stoic Society digital platforms show timely and accurate information.
9. To work with designers and printers to assist with the production of print work for the Old Stoic Office including leaflets, invitations, promotional posters and the annual magazine.
10. **Departmental Administrative Support**

To provide further administrative support on a day-to-day basis to members of the Development and Old Stoic team, as needs dictate. Such duties will include:

1. Providing daily monitoring and response to OS enquiries on the telephone and via the Old Stoic email address. To deal with and respond promptly to individual OS members’ enquiries.
2. To assist with the development and day to day management of the Careers mentoring matching service for members. To work to targets to increase activity in this year to engage new mentors for the programme and develop regular work experience placements for members. To manage the data capture and report on the success and results of the mentoring scheme, including collection of testimonials and feedback from members.
3. Researching ‘lost’ Old Stoics to enhance the accuracy and completeness of the database and updating OS records as required to support the Database Administrator.
4. Telephone work, usually relating to events.

**To ensure adherence to statutory Health and Safety and Data Protection Legislation at all times.**

This job description reflects the present requirements of the post and as duties and responsibilities change/develop, the job description will be reviewed and be subject to amendment in consultation with the post holder.

**Person Specification**

The selection of candidates for short-listing will be based on this specification and candidates should bear this in mind when preparing their application and completing the application form:

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| **Attributes** | **Essential** | **Desirable** |
| **Qualifications** |  | * Education to degree level, with strong ability in written English |
| **Specialist Skills & Experience** | * Planning and priority setting: doing what’s important to the department’s objectives, rather than just urgent; scheduling daily activities and planning for peaks and troughs in workload * Being able to manage multiple tasks at any one time * PC and database skills: experience in handling data and using databases * Fluency in a wide range of social media channels and ability to create engaging content * Proficient communicator, particularly with internal departments and external suppliers | * Desktop design skills * Experience using website content management systems * Experience using online merchant accounts for payment processing |
| **Personal Qualities** | * Excellent organisational skills * Personally organised * Energetic, congenial and enthusiastic personality * Excellent people management skills, strong communicator * Strong team-worker – ability to thrive in a small, closely-knit, and dedicated team * Willing to work flexible hours for events and planning meetings as required |  |