



Commercial & Events Manager

Employment Status	Full Time, Part Time or Flexi basis available • Permanent
Employment Location	Framlingham College Senior and Prep School
Application Closing Date	Midday Monday 25 October 2021
Interviews Week Commencing	To be confirmed

IMPORTANT INFORMATION

Framlingham College is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.



FRAMLINGHAM COLLEGE
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Framlingham
COLLEGE

WHERE EVERY PUPIL CREATES THEIR OWN STORY



Welcome from the Director of People

Dear Applicant,

Thank you for your interest in the position of Commercial & Events Manager at Framlingham College.

Framlingham College is a co-educational day and boarding school comprising of the Prep School in the beautiful surroundings of Brandeston Hall, and the Senior School which is set in the stunning surroundings in the market town of Framlingham. Curiosity and inquiry are at the heart of a vibrant learning culture and at Framlingham College we believe that every child should experience the joy that is to be found in learning. A Framlingham College education aims to nurture essential skills and habits – adaptability, teamwork and good decision-making for example – by weaving them into the curriculum. We are determined to prepare our young people for their adult world.

We are looking to appoint proactive and motivated Commercial & Events Manager to actively seek opportunities and ideas for new income streams for the College. The postholder will be responsible for the letting of school facilities for hospitality events and external events. In consultation with Heads of Departments, the successful candidate is also responsible for providing accommodation, catering and facility use at pre-determined budgetary levels whilst ensuring a productive commercial relationship is maintained with all College stakeholders.

The post is offered on a year-round basis, we are flexible to the needs of the candidate and are happy to offer the role on a full/part time or flexi basis, please indicate your preference within a covering letter when applying. Core business hours 08.00 to 17.00 Monday to Friday. The salary for the post is £30k (pro rata if applicable) plus performance related bonus.

We offer a supportive working environment, a competitive salary as well as free lunch each day the kitchen is operational. We also offer 33 days holiday (including bank holidays, access to other benefits including contributory pension scheme, complimentary gym membership. If you have a disability or long term illness that otherwise prevents you from meeting any of the essential criteria listed in the person specification, please contact us to discuss whether a reasonable adjustment can be made.

We are always excited about enthusiastic, like-minded professionals joining our school and very much look forward to receiving your completed application.

Sally Wood

DIRECTOR OF PEOPLE, FRAMLINGHAM COLLEGE



How To Apply

Before applying, you are strongly advised to read through the Application Guidance Notes and Job Applicant Privacy Notice (available on our website).

Please submit a cover letter outlining your suitability for the role together with an application form. CV's will not be accepted in substitution for completed application forms in the absence of good reason. CV's may be submitted **in addition** to the application form in order to supply additional background information.

Applications should be received no later than **Midday Monday 25 October 2021**. The interview date is yet to be confirmed. You will be notified of a date if you are shortlisted for interview.

Please send your cover letter and completed application form to: **The HR Department, Framlingham College, College Road, Framlingham, Suffolk. IP13 9EY**. You can also email your application to: **recruitment@framlinghamcollege.co.uk**

All information within your application will be treated confidentially.

References

All successful appointments at Framlingham College are subject to receipt of two satisfactory references and all applicants will undergo child protection screening, including checks with previous employers and the Disclosure and Barring Service. Further information can be found within the Application Guidance Notes.

Employee Benefits

The successful candidate will be eligible for the following benefits upon commencement of employment:

- Competitive rates of pay;
- A free lunch each day when the kitchen is operational;
- Free parking for all employees;
- Auto-enrolment into a contributory pension scheme with Standard Life
- Access to a pensions adviser;
- Professional development and ongoing CPD through internal and external training;
- Personal Accident Insurance;
- 24/7 access to our Employee Assistance Programme;
- Complimentary membership of Framlingham College Sports Centre, which includes access to the swimming pool, gym, tennis and squash courts;
- FramSoc membership, which includes free or discounted admissions to seminars in the College Theatre or Chapel;
- Cycle to Work scheme;
- Discounts with many local businesses within Framlingham;
- Family Swimming Sessions at Framlingham College Sports Centre;
- Christmas Shutdown.

Job Information

Reports To

Bursar

Job Location

Framlingham College Senior & Prep School

Hours

Full, Part-time or flexi available

Weeks

52 weeks per year

Responsible For

Catering & Events Officer

Holiday

25 days plus bank holidays, pro rata if part time

Pension

Contributory scheme available

Job Description

JOB PURPOSE

To actively seek opportunities and ideas for new income streams for the College. The postholder will be responsible for letting the school facilities for hospitality events and external lettings. In consultation with Heads of Departments, he/she is also responsible for providing accommodation, catering and facility use at pre-determined budgetary levels whilst ensuring a productive commercial relationship is maintained with all College stakeholders.

KEY RESPONSIBILITIES

This is not an exhaustive list and the post holder will be expected to show flexibility and assist with other tasks of a similar nature. The post holder will be expected to work at Framlingham College Prep School as well as Framlingham College Senior School as necessary.

- Build and nurture client relationships in order to identify new sales streams and open up new opportunities and contracts
- Develop commercial partnerships
- Build and nurture supplier relationships in order to maximise opportunities
- Attend networking events and build industry connections in order to facilitate business opportunities
- Assesses risks and makes recommendations based on a thorough analysis of all factors involved in a business situation
- Report monthly to the Bursar, providing up to date forecasting of income/expenditure and highlighting any new business opportunities.
- Deliver high quality commercial activities at both Senior and Prep Schools.
- Work with the Bursar to plan, organise and promote a programme of commercial activities, consistent with the agreed public benefit policy and charging mechanisms, to develop and broaden the reputation of the College without prejudice to the core activity of the school.



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- Work with the Marketing Department to produce promotional material for inclusion on the College's website and Social Media.
 - Work closely with Bursar to set budgets and targets and be accountable for achieving agreed margins of profit.
 - Ensure all presentational aspects meet agreed standards of quality, service and personal attention.
 - Responsible for the creation and implementation of a commercial income generation plan setting out the internal and external reporting and notification process.
 - Ensure the use of facilities within the College are developed and promoted to maximise non-fee income
 - Be an officer of Framlingham College Enterprises.
 - To carry out any other duties commensurate with the post as may be reasonably required by the Principal.
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- The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The post holder is responsible for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact. You will adhere to and ensure compliance with the school's Child Protection Policy at all times. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school s/he must report any concerns to the school's child protection officer.

This Job Description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It 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. Employees will be expected to comply with any reasonable request from management to undertake work of a similar level that is not specified in this job description. It is understood that areas of responsibility are from time to time subject to review and are negotiable in the light of the needs of the school and the professional development of the staff.

Person Specification

E = Essential • D = Desirable

QUALIFICATIONS

	E	D
Educated to degree level or Equivalent	✓	
Relevant commercial qualifications	✓	
A full driving licence	✓	

PROFESSIONAL EXPERIENCE

	E	D
Minimum of 2 years of events organisation and management experience	✓	
Demonstrable experience of leading, motivating and managing staff	✓	
Experience of managing and monitoring budgets	✓	
Experience gained in a school environment		✓

PROFESSIONAL COMPETENCIES & SKILLS

	E	D
Creative with entrepreneurial flair and strategic vision	✓	
Knowledge of Health and Safety requirements relevant to the post	✓	
Ability to manage and prioritise workload to ensure tasks are reliably completed	✓	
Articulate, and decisive with a calm and professional approach	✓	
Ability to communicate appropriately and effectively with internal and external stakeholders & customers	✓	
Good level of IT skills including Microsoft Office	✓	
Ability to work independently as well as collaboratively	✓	
Good decision making and judgement	✓	
Proven skills in commercial awareness, stakeholder liaison, project management and team leadership		✓
Well-developed analytical skills		✓

PERSONAL ATTRIBUTES

	E	D
Entrepreneurial with the ability to identify the needs of the College, creating and implementing solutions to fulfil these	✓	
Friendly and approachable with a good sense of humour	✓	
Collaborative and supportive team player with a flexible approach and strong work ethos	✓	
Professional appearance and manner	✓	
Appreciation of the objectives and ethos of Framlingham College	✓	
Ability to forge strong working relationships	✓	
Strong communications skills both oral and written	✓	
Good attention to detail	✓	
Ability to work under pressure	✓	

SAFEGUARDING CHILDREN

	E	D
Awareness of safeguarding children issues.	✓	
Knowledge of safeguarding children legislation and good practice.		✓



Our Location

Framlingham College comprises of the Prep School in the beautiful surroundings of the idyllic neo-Tudor Brandeston Hall beside the River Deben in the village of Brandeston, and the Senior School, set amongst stunning surroundings in the market town of Framlingham - approximately five miles from Brandeston.

The town of Framlingham pre-dates its mention in the Domesday Book of 1086 and is perhaps most famous for its castle. This magnificent monument occupies a hill on one side of the town's mere, while the Senior School campus tops the rise opposite.

On Tuesdays and Saturdays, the town centre hosts a busy market selling food and drinks, gifts and collectibles. Framlingham boasts a range of independent shops, covering practically every need, while the numerous eating places and pubs cater to almost every taste.

Just a few miles from Suffolk's Heritage Coast - embracing Aldeburgh and Southwold, amongst many other seaside locations - Framlingham is about 35 minutes by car from the county town of Ipswich, 40 minutes from Bury St Edmunds in the west of the county and an hour from the city of Norwich in Norfolk.

There are regular trains from Ipswich to London's Liverpool Street station. London Stansted Airport and Norwich Airport are each just over an hour's drive away from Framlingham.

About Framlingham College

Framlingham College is a co-educational, independent boarding and day school for pupils aged 3 - 18.

The College embraces pupils with a wide range of interests and abilities and offers a huge number of co-curricular activities and sports that complement our academic curriculum and enrich our pupils' experience. We believe that learning happens within and beyond the classroom; our pupils and staff have high expectations of and for themselves within a supportive and aspirational environment. We believe in instilling curiosity, a spirit of enquiry and a love of learning for learning's sake, in every pupil.

Our vision is to develop in each child the knowledge and skills they need to thrive as global citizens in their adult world.