

EVENTS MANAGER

(FIXED TERM MATERNITY COVER)

Reporting to:	Director
Salary:	£26,228.22 - £28,961.02 (pro rata) per annum depending on qualifications and experience
Contract:	Fixed term contract to cover Maternity leave
Hours:	0.6 FTE (22 hours per week)
Holiday entitlement:	25 days annual leave plus 8 public holidays (pro rata)
Location:	The Woolf Building, Madingley Road, Cambridge CB3 0UB

Who we are:

The Faraday Institute for Science and Religion is a Cambridge-based interdisciplinary research institute improving public understanding of science and religion. Its main focus is on the relationship between science and the Christian faith, but it also engages with those of any faith or none.

Job Description:

The Events Manager is a public facing role responsible for ensuring the efficient planning, organisation and delivery of the Institute's courses, seminars, lectures and other events. Working as part of the Faraday team, the post holder will support the general activities of the Faraday Institute.

Faraday Institute events may be held in-person, online or hybrid and include the following:

- Bi-monthly seminars (during term time)
- Faraday Public Lecture (once per term)
- Residential Summer Course
- Professional workshops and other training events

The Events Manager will work with the Director, Course Director and Administrator to deliver Faraday events efficiently and to the highest professional standard. They will be responsible for all the practical details associated with each event, including (but not restricted to):

- Coordinating the registration process and ensuring the smooth running of the event.
- Liaising with speakers and delegates, including producing delegate information and welcome packs.
- Booking the venue including catering, tech requirements and accommodation.

- Create event schedules for tech requirements and staffing schedules.
- Creating and resourcing VLE/Moodle platform for courses.
- Assisting with the technical setup, broadcast and recording of the talks at each event uploading them to the Faraday Institute and the Cambridge University's websites.

The Events Manager is expected to attend events taking place on evenings and weekends, for which time off in lieu will be given.

What we ask:

Essential

- Excellent IT skills with knowledge of online event platforms e.g. Zoom, Microsoft Teams.
- Exceptional organisational skills and attention to detail.
- Experience of planning and managing public events.
- Ability to prioritise and be proactive, acting on own initiative where needed.
- Excellent inter-personal skills
- Team player with excellent communication skills in English, both oral and written.
- The applicant will be in agreement with the Christian ethos and aims of the Faraday Institute and is expected to take a full part in the Institute's activities.
- Right to work in United Kingdom. Anyone without the right to work will not be considered for this role.

Desirable

- Creating and resourcing VLE/Moodle platforms.
- Experience of uploading online website content.
- Experience of filming and/or video editing software; experience of using design software.

Applications to be sent to admin@faraday.cam.ac.uk and should include a CV naming two referees, together with a covering letter summarising the relevance of the applicant's background and experience for this position.

Applications will be accepted until noon on **Monday 7th March 2022**. We expect to interview during the week of **21st March 2022**.

www.faraday.cam.ac.uk