Application Procedure – Conference and Events Administrator

Thank you for your interest in working for Westminster College. We are enclosing a Job Description and Person Specification for the position you are interested in together with an Application Form and an Equal Opportunities Monitoring Form.

How to apply

Please read through all the information carefully before beginning your application.

Please complete the enclosed application form. You should fill in the form step by step, noting the following points:

• Make sure the information given is accurate by checking for errors after you have filled in the form.

• The supporting statement is your opportunity to tell us about yourself. In answering this section, it is important to provide evidence of your knowledge and skills as they relate to the post. Merely stating that you are good or competent at something is of less value than if you are able to support your statements with work based examples. Please do not assume that we have prior knowledge of your capabilities.

• If you need to use additional sheets for the supporting statement (and elsewhere on the application form) then please do so clearly stating which part of the application form the sheet relates to.

Please reply promptly. There is no closing date but we wish to fill the position as soon as possible and applications will be reviewed when received. We are happy to receive the application as a hard copy or by email. Applications by post should be marked ‘Confidential’ on the envelope.

Please reply to:

Ms Luisa Smith
Conference Manager
c/o Mrs E Brown
Westminster College
Madingley Road
Cambridge CB3 0AA

Email for the attention of Luisa to ed365@cam.ac.uk

We should be grateful if you would also complete and return the enclosed Equal Opportunities Monitoring form. Completion is entirely voluntary.
Westminster College, Cambridge: Job Description

Position: Conference and Events Administrator
Full time - 36.5 hours per week
University grade 3 - £18,940 - £21,220

Reporting to the Conference Manager and working as part of a wider team, you will provide general assistance for all aspects of the college’s conference and events business. This will include helping the Conference Manager to develop the business and provide administrative support. You will have a good level of skill, personal professional competence and organisation. You will be creative, take initiative and participate fully in the smooth running of the College.

You will be helpful and friendly and have a “can do” attitude. You will respect the Christian ethos of the College and its role as a centre for learning within the United Reformed Church.

General responsibilities
• Work in a pro-active manner.
• Take professional responsibility for your own work.
• Manage your time and establish priorities.
• Produce a high standard of work.
• Take initiative and think ahead.
• Alert the Conference Manager to any concerns and opportunities.

Particular responsibilities
You will:
• Provide general assistance and support to the Conference Manager and the Senatus member responsible for developing the College’s training opportunities.
• Check the events emails daily and respond to enquiries.
• Ensure the hospitality software diary (Alacer) is updated on a daily basis. This will include checking and updating any potential and booked events, producing event schedules and ensuring all deposits and payments received are correctly allocated.
• Answer queries promptly via emails, ECHO (Meet Cambridge software) or other method of communications.
• Assist with pre- and post-event administration to include logging client feedback and promptly issuing invoices.
• Provide general administrative support to the Conference Team.
• Liaise with Conference Manager to ensure the correct preparation of invoices and VAT.
• Help to arrange advertising, marketing literature and promotional events.
• Assist in updating the college’s conference and events websites and brochures.
• Research and present information on potential suppliers or new business leads.
• Liaise with the domestic team, chefs and college office to ensure the smooth running of events.
• Take bookings for events, meeting rooms and group accommodation and liaise with the college office to ensure the smooth management such bookings.
• Secure feasible, manageable and appropriate business for the College and its colleagues, in following
the rule of three –
  ✓ 1st Does it deliver 15-20% margin?
  ✓ 2nd Does it cause too much collateral damages?
  ✓ 3rd Is it central to our core purpose (URC or self-promoting)?

• Attend events as and when required, providing assistance to the team and liaising with clients to
ensure they receive an exceptional experience.

• Assist the Domestic Team in delivering meetings; remain flexible with respect to hours of work, out of
hours, weekend and evening working in peak activity.

Other matters
You will have a flexible approach to working hours. When reasonably required you will be prepared to work
evenings and weekends.

You will familiarise yourself with and at all times comply with regulations, policies and procedures of the
College including Health and Safety and Fire regulations.

You will at all times act in the best interests of the College.

You will act within any standing orders or financial limitations imposed by the Governors, Management
committee, Principal, Bursar or the Conference Manager from time to time.

Expected Standards
• Communication: Communicate effectively with colleagues and internal and external contacts. Promote
a culture of open and effective communication to enable constructive relationships with colleagues
and internal and external contacts.
• Customer Service: Deliver excellent customer service and work collaboratively to develop a customer
service culture which fosters continuous improvement within the RCL.
• Equality & Diversity: Act in ways that support a culture which promotes equality and values diversity.
• Health Safety and Security: Act in ways that protect own and others’ health, safety and security.

Further details available in Expected standards document

July 2017
Westminster College, Cambridge: Job Application Form

| Job Applied for: Conference and Events Assistant |

<table>
<thead>
<tr>
<th>Surname:</th>
<th>Contact Telephone Numbers:</th>
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<tr>
<td>First Name(s):</td>
<td>Please indicate convenient times for us to contact you. Discretion will be used when contacting you at work.</td>
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<td>Address:</td>
<td>Home:</td>
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<td>Email:</td>
<td>Work:</td>
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<td>Mobile:</td>
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Do you need a work permit to take up employment in the UK?

Do you require any special arrangements for interview and/or to help you take up this role?

**Rehabilitation of Offenders Act 1974**
Do you have any convictions which are not ‘spent’ within the meaning of the Act? If so please give full details.

**Education**
Please list all schools and colleges you have attended and qualifications achieved e.g. – GCSEs, A Levels, vocational qualifications, degrees etc. List the most recent first.

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<tr>
<th>From - To Month/Year</th>
<th>School/College</th>
<th>Examinations Taken</th>
<th>Results awarded</th>
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### Employment and Work Experience

Please describe briefly any work (whether paid or unpaid) which you have undertaken. List the most recent first. If you need to continue on a blank sheet, please do so.

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<tr>
<th>From – To Month/Year</th>
<th>Employer</th>
<th>Job Title/Responsibilities</th>
<th>Achievements</th>
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### Professional Qualifications and Other Training

Please give details of any professional qualifications you may have achieved and courses you have undertaken which you feel are relevant to the advertised role.
## Specific Skills
Please give details of any specific skills, such as experience with computer packages and any other information not covered elsewhere, which is relevant to your application.

## Personal Interests
Please give details of any personal interests and activities.

## Supporting Statement
Explain why you have applied for this job, outlining relevant qualifications and experience as they related to the job description. Emphasise why you consider yourself to be a strong candidate and what you feel you can bring to the role. Please use a further sheet of paper if necessary.
References

Please give details of two individuals, not related to you, who will provide employment references. One of these must be your present or most recent employer. The other should be a person who is able to comment on your ability to perform the role for which you are applying.

Please note that references will not be approached prior to interview and your permission will be sought before any contact is made.

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<td>How is the referee known to you?</td>
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<td>Position:</td>
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Availability

Please give the date from which you are available for employment.

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Declaration

1. I acknowledge that an appointment, if offered, will be subject to satisfactory references which are acceptable to Westminster College, Cambridge.

2. I declare that the information given on this form is correct and understand that on appointment any misleading statements or deliberate omissions will be regarded as grounds for disciplinary action.

<table>
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<th>Signed:</th>
<th>Date:</th>
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<tr>
<td>Name (please print)</td>
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Please follow the accompanying instructions on where to return your completed form to.

Westminster College, Madingley Road, Cambridge CB3 0AA
Main Office: 01223 33 06 33
Email: admin@westminster.cam.ac.uk
www.westminster.cam.ac.uk
Westminster College, Cambridge: Equal Opportunities Monitoring Form

In the interests of monitoring our recruitment procedures we would be grateful if you could answer the questions below. We will separate this from your application and it will not take any part in the selection process. Please note that completion of this form is entirely voluntary.

Thank you for your help.

Please tick as appropriate:

☐ Male
☐ Female

What is your Nationality? ..................................................

How would you describe your ethnic origin?

☐ White    ☐ Black-African    ☐ Black - Caribbean
☐ Black – Other ☐ Indian    ☐ Bangladeshi
☐ Pakistani ☐ Chinese
☐ Other (please specify): ..................................................

Do you consider yourself to be disabled?

☐ Yes    ☐ No

If yes, what is the nature of your disability?

If selected for interview will you require any specific assistance or aids?