FURTHER PARTICULARS FOR THE POST OF
EVENTS SALES COORDINATOR

- **Background Information**

  Robinson College is the most recent addition to the 31 colleges which make up the University of Cambridge. It owes its foundation to the generosity of Sir David Robinson whose endowment is the largest single gift ever accepted by the University. Planning for the College began in 1973 when trustees were appointed; building started in 1977 and the College moved into its new accommodation in October 1980. Her Majesty The Queen officially opened the College on 29 May 1981. The buildings, together with houses on the site, form a Cambridge College of moderate size which can accommodate nearly 400 undergraduates, 60 or more Fellows, over 100 post-graduate students and some visiting scholars largely from other countries.

  An opportunity has arisen for an Events Sales Coordinator to cover maternity leave until Friday 31st January 2020.

- **The Position**

  The Events Sales Coordinator is a key member of the Conference Team and fundamental to confirming and contracting the many conferences and events run at Robinson. No formal qualifications are required but experience of sales, conference and events coordination, a customer-focused attitude and a good knowledge of computers are all very important. The job role does involve a considerable amount of administration so an organised approach is essential. The role involves liaising with the operational catering, housekeeping, audio-visual and other departments of the College in the delivery of client requirements.

  The Conference & Catering Department is made up of the Catering and Conference Manager, the Conference and Events Manager and the Deputy Catering Manager, responsible for the operational catering section heads - Head Chef, Food & Beverage Service Manager and the Bar Manager. This post is responsible to the Conference and Events Manager.

- **Hours of Duty**

  Normal office hours based on 37 hours per week are from Monday to Friday on a rota of 9:00 am to 5:00 pm and 8:00am to 5:00pm, with a ½ hour break for lunch. Flexibility at busy times is required to cover the needs of conferences and events, including evening and weekend working. Extras hours may be taken as lieu time or paid on overtime rates.

- **Holidays**

  The holiday entitlement is 33 working days per annum including the normal public holidays. The actual dates on which leave may be taken will be decided in consultation with the Conference and Events Manager.

- **Catering**

  Free lunches are available in the College Cafeteria (when in operation).
- **Salary**
  An annual salary of £21,821 and £22,256 PA (scale 22 to 23).