

WORK WITH US AT FRAMLINGHAM COLLEGE

# Recruitment Pack



## OF Coordinator & Commercial Events Officer

Employment Status	Full Time • Permanent
Employment Location	Framlingham College Prep & Senior School
Closing Date for Applications	Midday 13 <sup>th</sup> June 2025
Interviews Week Commencing	w/c 16 <sup>th</sup> June 2025

### 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.

[framlinghamcollege.co.uk/employment](https://framlinghamcollege.co.uk/employment)

Framlingham  
COLLEGE

WHERE EVERY PUPIL CREATES THEIR OWN STORY



## Welcome from the Principal

Dear Applicant,

Thank you for your interest in the position of OF Coordinator & Commercial Events Officer at 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 equip our young people with the habits and knowledge they need to thrive in their future adult world.

Framlingham College is at an exciting stage of its growth as it looks to invest in growing non-fee income streams to support the long-term sustainability of the College. With ambitious plans to significantly grow our Endowment Fund, whilst also seeking to develop new commercial revenue streams, we have created a new hybrid role to work across both the Development and Commercial teams.

Although the successful candidate will undoubtedly have experience of working across a combination of operational, marcomms and / or events roles, key will be an ability to build relationships across a broad spectrum of demographics. Although experience of operating within the education or broader charity sector would be advantageous, candidates with experience of working in an external relationship building role in a results driven environment would also be of interest.

This role is responsible for supporting effective OF relations and delivering targeted and collaborative engagement plans to build solid links between the school and the OF community. The post holder will be accountable for maintaining the Development Office CRM system and for primarily supporting our partnership with the Society of Old Framlinghamians. In addition, the role will support the Commercial Manager in the operational delivery of commercial lettings at both Framlingham College and Framlingham Prep school whilst taking the lead on all sports facility bookings, from enquiry to invoicing and ensuring that systems are in place to manage bookings effectively.

Hours of work will be 37 hours per week with flexibility to work additional hours including weekends with time off in Lieu. The salary for the role is circa £25,000".

We offer a supportive working environment, complimentary gym membership as well as free lunch each day the kitchen is operational. Applications will be reviewed on receipt, so you are encouraged to apply at your earliest convenience.

If you require further information about the role and working arrangements, please email the Director of Development, Andrew Cook via [acook@framlinghamcollege.co.uk](mailto:acook@framlinghamcollege.co.uk). We are always excited about enthusiastic, like-minded professionals joining our school and very much look forward to receiving your completed application.

Louise North  
**PRINCIPAL, 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 the 13<sup>th</sup> June.

You will be notified of an exact interview 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:  
**[hr@framlinghamcollege.co.uk](mailto:hr@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 Legal & General;
- 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**  
Director of Development

**Job Location**  
Framlingham College Prep & Senior School

**Hours**  
Full time (52 weeks per year)

**Holiday**  
25 days

**Pay Band**  
Band 4 (24,375 - £27,300)

# Job Description

## JOB PURPOSE

To coordinate Old Framlinghamian (OF) activities and provide effective administrative support to the Society of Old Framlinghamians (SOF), while supporting the Commercial Manager in the smooth operational delivery of commercial lettings across Framlingham College and Framlingham Prep School. This hybrid role bridges the Development and Commercial functions, ensuring seamless collaboration and efficient management within both areas.

## KEY RESPONSIBILITIES: OF CO-ORDINATOR

### OF Engagement

- Develop and maintain excellent relationships within the OF community and between the College and the SOF.
- Generate a greater understanding of OF accomplishments and achievements to develop further engagement opportunities.
- Function as primary contact and share relevant event information with internal and external stakeholders on all College & SOF managed events, attending where appropriate.
- Strengthen the OF programme to educate pupils about the value of the OF community.
- Arrange and manage OF visits and tours of the school.
- Work with the Director of Development and Development Communications and Events Officer to support the delivery of an annual programme of OF events (including development of an annual OF day and OF of the Year Awards evening).
- Proactively research OFs to host/attend the diverse range of events, register attendance, and record any specific requests.

### Administrative Support

- Serve as primary contact for enquiries from OF's received by telephone, post, email, in person or through online social media, responding in a timely, professional manner.
- Where required, assist the SOF with mailings and promotion, add events to SOF website, send merchandise and prepare follow up communication when necessary.
- Liaise with and co-ordinate the efforts of the SOF, providing them with administrative support for their events and activities.
- Support the College archivist by recognising, preserving, and cataloguing relevant materials.
- To undertake any other duties commensurate with the nature and grading of the post, as directed by the line manager.





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E = Essential • D = Desirable

### **Database Management**

- Working with colleagues to maintain data integrity of OF records held on the College CRM system, ensuring records are accurately and efficiently managed with information received in response to general enquiries, update forms, events, research, and other correspondence.
- Work with the IT Manager to ensure smooth data integration from third party sources (SOF) and regularly check data quality resulting from automated data transfers.

### **KEY RESPONSIBILITIES: Commercial Events Officer**

#### **Administrative Support**

- Provide administration, planning, preparation and co-ordination for commercial events and lettings. External events include residential and non-residential lettings during evenings, weekends, and school holidays.
- Deal with initial telephone, email, or face to face enquiries.
- Manage enquiries and ensure they are logged and that provisional and confirmed events are kept up to date.
- Working with the Commercial Manager to provide quotes for external hirers.
- Liaise with key stakeholders to include the Senior Deputy Head, Senior Operations Manager, Catering, IT, Domestic, Grounds and Maintenance teams where appropriate, in advance of events to ensure all operational requirements are in place.
- Assist with the organisation and operational aspects of residential lettings.
- Ensure clients are invoiced in a timely fashion, while ensuring payments and contracts are received in advance of any event.
- Ensure that all legal, licensing and insurance requirements are met effectively including safeguarding and child protection responsibilities for external clients.

#### **Event Operations & Management**

- Support, co-ordinate and attend events as agreed with the Commercial Manager.
- Take the lead for all sports facility bookings, from enquiry to invoicing and ensuring that systems are in place for the locking / unlocking of facilities.
- Maintaining and updating the events calendar spreadsheet and relevant outlook calendars.
- Conduct client 'site visits' for new customers, and update information for returning clients.
- Oversee external events, where required, ensuring their smooth operation.
- Troubleshoot any issues that occur during the events and bring them to a satisfactory resolution.
- Ensure that events and lettings are undertaken in accordance with agreed operational and health and safety guidelines.
- It is the post holder's responsibility 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 with, to adhere to and ensure compliance with the school's Safeguarding 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 Designated Safeguarding Lead.

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

Educated to A level or equivalent	E
Educated to Degree level or equivalent	D

## PROFESSIONAL EXPERIENCE

At least three years experience gained working in operations, events, marketing or communications	E
Previous experience of events management	D
Demonstrable experience of managing social media platforms and creating content	D
Demonstrable experience of a working knowledge of CRM systems	D
Strong track record in building relationships with a cross section of stakeholders.	E

## PROFESSIONAL COMPETENCIES AND SKILLS

Excellent written and verbal communication skills	E
Proven interpersonal and relationship building capability	E
Proven IT skills, including Microsoft word, excel and outlook: databases	E
Excellent attention to detail	E
Time management and strong organisation skills with the ability to prioritise conflicting demands	E
Excellent project management skills, ability to multi-task and able to stay calm under pressure	E

**PERSONAL ATTRIBUTES**

Highly motivated, quick learner and self-starter	<b>E</b>
A true team player, with strong communication and collaboration skills and strong work ethos	<b>E</b>
Ability to forge strong working relationships with different colleagues across the school as well as pupils of a range of ages	<b>E</b>
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High level of confidentiality, discretion and tact	<b>E</b>
Calm, approachable and adaptable	<b>E</b>
Ability to show initiative	<b>E</b>
Flexibility and a willingness to work out of regular office hours and to travel	<b>E</b>

**SAFEGUARDING**

Awareness of safeguarding issues	<b>E</b>
Knowledge of safeguarding children legislation and good practice	<b>D</b>



## 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.