



KING'S COLLEGE
CAMBRIDGE

Conference & Events Sales Executive

Candidate Information Pack

April 2025

About Us

King's is a constituent College of the University of Cambridge. Founded in 1441 by Henry VI as a place of education, religion, learning and research, the College comprises around 130 Fellows, 650 undergraduate and postgraduate students and 275 non-academic staff.

The College is internationally recognised as a leading academic institution, boasting among its former students and Fellows, no fewer than eight Nobel laureates, including Patrick Blackett, Frederick Sanger, Sydney Brenner, Philip Noel-Baker and Oliver Hart, as well as influential figures such as Alan Turing, E.M. Forster, John Maynard Keynes and Bernard Williams. Among its most prominent living members are the novelists Zadie Smith and Salman Rushdie, astronomer Martin Rees, sociologist Anthony Giddens, anthropologist Caroline Humphrey, former chair of the Bank of England Mervyn King, philanthropist David Sainsbury, molecular biologist Lesley Anne Glover, entrepreneur and computer scientist Hermann Hauser, composers Judith Weir (Master of the King's Music) and Errollyn Wallen, the first black woman to have a composition performed at The Proms.

The undergraduate and postgraduate community is vibrant and diverse, priding itself on a friendly and inclusive atmosphere combining academic commitment with political engagement and a lively social and artistic scene. King's has long been leading the way in undergraduate recruitment from the state sector. The College works very hard to attract the best applicants, regardless of background, and to encourage academically outstanding students from underrepresented communities to study at Cambridge. In 2018 it launched a transformational Student Access and Support Initiative designed to improve equality of access and opportunity, and to help combat entrenched social and economic disadvantage.



The Role

We are seeking an efficient and self-motivated individual to administer Conference & Events services to the College community and external customers, and to generate sales.

They will support the Catering team in ensuring the continuing development and smooth delivery of the highest possible standard of catering service provision across the College, both during and outside of term.

Key Responsibilities

- Diary management; manage the availability of rooms for internal events against generating revenue from external business to minimise disruption to the college community.
- Receive and respond to client enquiries in a professional and timely manner.
- Convert bookings through effective communications and show rounds with clients, including upselling of services where appropriate. Advising clients at menu tastings on menu compilation, wine selection and the operational detail of their event.
- Develop and maintain key contacts with College and external partners and agencies to generate increased awareness, including new and repeat business.
- Assist with all areas of marketing, to include social media, fam trips, where appropriate liaising with Meet Cambridge and ensuring the website is regularly updated.
- Liaise with Event organisers to ensure the smooth running of their event.
- Collate event data to produce function sheets and ensure accurate detail, timely delivery to the relevant personnel.
- Ensure effective communication with all key personnel and colleagues within all areas of the College to ensure the timely provision of food and drink service.
- Ensure all bookings are electronically recorded and that information is inputted and maintained in the venue management software and regularly updated.
- Assist with keeping the Conference & Dining webpages up to date and relevant.
- Day-to-day administration tasks – to include producing and printing menus, signs, client packs, posters, tickets, conference aids and any other relevant task.
- Production of monthly reports and statistics relating to sales activity.
- Ensure all post event evaluation and analysis is documented to specify client preferences and compiling feedback.
- When required, greet clients and attend VIP events, representing the College in a professional manner.
- Ensure deposit invoices are raised correctly, and payments are received from clients
- Help maintain and improve the standards in all aspects of the Catering Department.
- Comply with current allergen regulations; to understand and apply best practice of the 14 major allergens to comply with college food safety policies
- Undertake any ad-hoc work as reasonably requested by line manager

The Person

We seek to appoint a pro-active individual with excellent interpersonal skills and attention to detail.

An ideal candidate will demonstrate:

Knowledge & experience

- Educated to at least A-level standard.
- Previous experience of working in an office sales environment (essential).
- Previous experience of organising and delivering events to meet and exceed expectations (essential).
- Good knowledge of the industry; including sales, marketing, operations and hospitality.
- Strong IT skills with sound knowledge of Microsoft Office and computerised venue management systems.
- Financially acute.

Personal skills & abilities

- Ability to work with honesty and integrity.
- Ability to demonstrate patience, tact and diplomacy.
- Ability to problem-solve and keep calm under pressure when working to tight deadlines.
- Ability and aptitude for developing new systems and procedures according to the changing needs of the department and clients.
- Flexible in attitude and approach to work with the ability to multitask and reprioritise as necessary.
- Ability to work individually as well as part of a team.
- Excellent organisational and planning skills.
- Excellent telephone manner.



Remuneration and Benefits

Remuneration

The post is offered at a salary of circa £31,000 per annum (including bonus) dependant on experience and ability. The post holder will join the College's auto-enrolment pension scheme with generous additional contribution options on completion of probationary period.

Hours of Work

The post is permanent, full-time, 37.5 hours per week to be worked predominantly 9am – 5pm Monday – Friday with occasional unsociable hours (evenings and weekends).

Benefits

The College offers full-time members of staff 32 days holiday per year, including Bank Holidays. All staff working over a mealtime are eligible to take a free lunch or dinner in the servery.

The College offer enhanced maternity, paternity and adoption pay as well as generous sick pay for those who have more than six months' service. This is in addition to the Flexible Working Policy. More details on all of these are available in the Staff Handbook. Staff are eligible to use the Tax-Free Childcare Scheme introduced by the government to replace Childcare Vouchers.

Probationary Period/Notice

There will be a six-month probationary period. Upon successful completion of the probationary period, the notice period will be one month.

How to Apply

Please download the application form from <https://www.kings.cam.ac.uk/about/work-at-kings> and send your completed form by email to jobs@kings.cam.ac.uk

The College postal address is: Human Resources, King's College, King's Parade, Cambridge CB2 1ST

Closing Date

Please submit your application by **5pm on Monday 5th May 2025**. Interview dates are still to be agreed.



