



## Trinity College Dublin

Coláiste na Tríonóide, Baile Átha Cliath

The University of Dublin

<b>Post Title:</b>	Events Officer, Trinity Development & Alumni
<b>Status:</b>	Two year Fixed-Term Contract; Full-time
<b>Company:</b>	Trinity Development & Alumni
<b>Location:</b>	Trinity College Dublin
<b>Reports to:</b>	Event Manager, Trinity Development & Alumni
<b>Salary:</b>	€35,000 plus
<b>Start date:</b>	This post is tenable immediately

**Trinity College Dublin** is embarking on its first philanthropic campaign in over 400 years, the most ambitious campaign ever undertaken on the island of Ireland.

An opportunity has arisen for a talented and experienced **Events Officer** to help deliver a strategic programme of national and international events in support of the University's philanthropic campaign.

This exciting position will work in **Trinity Development & Alumni (TDA)**, as part a dynamic Communications team, and collaborate with colleagues in TDA and across the University to deliver the Campaign for Trinity and the wider goals of the Advancement team. [www.tcd.ie/alumni](http://www.tcd.ie/alumni).

### Role Overview

As the Events Officer you will work within the Communications team delivering high quality, impactful events, targeted at the University's networks of stakeholders (alumni and students, donors and supporters).

Working with the Events Executive and Events Manager, you will be responsible for the delivery of specific events from design to evaluation and a variety of other event activities as assigned.

### Key Responsibilities

The responsibilities specified below are not intended to be exclusive or restrictive and flexibility in the allocation of specific duties will be required. As the Events Officer, you will:

1. Work with colleagues to deliver a high-quality and impactful programme of events on-campus and internationally.
2. Lead on event production and administration, including:
  - a. Pre-event planning - venue availability, budgeting, issuing invitations, managing replies;
  - b. Event delivery - running order preparation, attendee listings, liaison with relevant staff, catering, on-site inspection, attendance at the event;
  - c. Post-event administration – thank you emails, data updates, processing invoices.
  - d. Post-event briefings to evaluate if event objectives were achieved and what lessons were learned to ensure ongoing improvement and excellence.
3. Work with the Communications team to promote events on digital and social media platforms.



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4. Maintain relationships with suppliers and colleagues in the University and the alumni community.
5. Plan, record, measure and report on activity (monthly, quarterly, and annually).
6. Undertake other duties as assigned by your line manager.

### Required Experience & Skills

#### Qualifications

- Third-level qualification in communications, marketing, event management or a related discipline.

#### Experience and Knowledge (Essential)

- Candidate should have a minimum of 3 years' experience delivering high-quality events.
- Exceptional interpersonal skills with demonstrable ability to display diplomacy and build good relationships.
- Solution focused with the ability to remain calm during stressful and evolving situations.
- Excellent oral and written communication with an eye for detail.
- Diligent, organised and experience of managing multiple projects with tight timelines.
- Motivated, innovative and enjoys working in a fast-paced professional environment.
- Strong computer skills – MS Office packages (Word, PowerPoint, Excel).
- Understanding of, and passion for, the role and value of a university in society.

#### Experience & Skills (Desirable)

- Strong understanding of digital and social media platforms.
- Experience with customer relationship management databases or equivalent desired.

#### Terms

- Office hours are 9am-5pm; however, evening and weekend work will be required.
- TDA defined contribution pension scheme.
- Employee assistance programme.
- Access to Trinity College Dublin library.

Apply online at <https://tda.bamboohr.co.uk/jobs>

Closing date is Friday, 08 March 2019.

#### About Trinity Development & Alumni

Trinity College Dublin is playing a pivotal role in helping Ireland to be the most creative and productive place to invent, work, and learn, and to contribute to local and global society.

Trinity Development & Alumni, the primary fundraising agency, plays a vital role in ensuring that the University has the financial resources to remain a leading, internationally recognised university.

We help the University to achieve its mission through the extraordinary support of donors, alumni and friends.

We also maintain a connection between the University and its 115,000 alumni in 150 countries through regular communications, events, regional branches and affinity groups.