

Community and Events Manager

Information for prospective staff

Department Information

Introduction to the Role

Following an internal promotion, we are pleased to offer an exciting opportunity to join our growing External Relations department at City of London Freeman's School.

Over recent years, the team has developed in both strength and expertise, working with care and commitment to ensure that every pupil and their family receives a truly positive experience – from their first enquiry, throughout their time at the School, and long after they leave us.

We are now seeing a marked increase in enquiries from new families and significantly greater engagement across our local and wider communities. The pace is fast, the work is varied, and each day brings fresh opportunities – and the occasional challenge – which we approach together with professionalism, good humour, and, whenever possible, cake.

Information about the role

Purpose of post

We are seeking an experienced, dynamic and strategic Community and Events Manager to join our External Relations department at a pivotal moment in the School's development. This newly created role will be instrumental in supporting the School's long-term vision and advancing the objectives of the External Relations team, with a particular focus on marketing, admissions, and community engagement.

This is a highly visible, externally facing position that will play a key role in building and nurturing relationships across our immediate and wider community. The successful candidate will lead on the planning and delivery of a diverse range of pupil recruitment and community events, acting as a persuasive ambassador for Freeman's and its values.

In addition to event management, the role will involve developing strategic partnerships with local schools, corporate organisations, and charities. The postholder will also contribute to fundraising initiatives and manage relationships with external organisations to enhance outreach and access.

The successful applicant will have experience in a school setting, ideally within the independent sector and understand the complexities of event management and community engagement.

Reporting

The Community and Events Manager will report to the Director of External Relations and will work closely with the wider Marketing and Admissions teams and academic teams across the school.

Key Responsibilities

Event Management

- Lead the planning, organisation, and delivery of all External Relations events within the school and on

- occasions in the wider community;
- Develop and implement a strategic approach to event planning that aligns with the department's overall objectives;
- Work collaboratively with the External Relations teams, professional services teams and academic departments to ensure events are executed to the highest standard;
- Oversee logistics, budgeting, and post-event evaluation to measure success and areas for improvement;

Community Engagement & Partnerships

- Establish and develop partnerships with local primary, preparatory schools, and City Academies, to strengthen relationships and develop new opportunities for collaboration;
- Liaise with external organisations, including any corporate sponsors, charitable trusts, and foundations;
- Develop partnerships and build imaginative, innovative, long-term relationships in line with the strategic vision for Freeman's;
- Lead on a strategic vision to support the School's charitable aims, working collaboratively with the Charities Co-ordinator on an implementation plan and ensuring regular updates are provided to the Assistant Head, Co-Curricular.
- Working with the Director of External Relations, identify and develop a portfolio of corporate and charity partners to offer financial and in-kind support to the School and its bursary programme and to enhance our outreach.
- Work with external organisations to identify students who would benefit from a Freeman's education but who do not have the means to access it, ensuring they can become beneficiaries of bursaries.
- Overseeing the organisation of the Buddy Club programme.

Bursarial Support

- Oversee the bursary programme and maintain close working relationships with donors.

Management

- Manage relevant budgets
- To represent the school externally, as required (including as a spokesperson for the school's partnerships);
- To carry out any other duties as reasonably required by the Director of External Relations.

Other Points

- Actively seek to ensure that all Data is handled correctly, according to the Data Protection Act 2018, with discretion and sensitivity.
- The post-holder's responsibility for safeguarding and promoting the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Child Protection Policy Statement 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 Second Master.
- Actively seek to implement the City of London Freeman's School's Occupational Health and Safety Policy in relation to the duties of the post, and at all times give due regard to the health and safety of both themselves and others when carrying out their duties.
- Actively seek to implement the City of London's Equal Opportunity Policy and the objective to promote equality of opportunity in relation to the duties of the post.
- To undertake any other duties that may reasonably be requested appropriate to the grade.

NOTE:

Much of the work of the External Relations Department is of a confidential nature and the post holder must, at all times, be aware of this and maintain confidentiality.

Revision of Job Description

According to the development and requirement of the school, job descriptions may need to be reviewed and updated periodically after consultation with the job holder.

Person Specification

Please find below the qualifications, experience and technical skills required to undertake this post. Each criterion will be assessed at application (A), interview (I) or test (T) as indicated below.

Professional Qualifications / Relevant Education & Training:

- Educated to degree level or equivalent (A)
- GCSE English (first language equivalent) C/5 or above (or equivalent) (A)
- GCSE Maths C/5 or above (or equivalent) (A)
- Excellent IT skills, particularly Office 365, and superior database management skills (A)
- Excellent communication skills - both oral and written - with an ability to build relationships with key stakeholders, both internally and externally (A)

Experience required

- Proven experience in event management and community engagement, or external relations, preferably in an educational or not-for-profit setting. (A)
- Excellent communication skills, both verbal and written, with the ability to engage diverse stakeholders effectively. (A,I,T)
- Strong organisational skills with the ability to manage multiple projects simultaneously. (A,I)
- Experience in building strategic partnerships and developing collaborative relationships. (A,I)
- Confidence and persuasiveness in articulating the School's values and vision to external audiences A,I).
- Ability to work both independently and as part of a team in a fast-paced environment. (A,I)
- Experience of accurate and detailed reporting to relevant stakeholders, and ensuring transparency throughout partner engagement (role requiring strategic insight and the ability to work across functions and teams, identifying avenues for new collaborative opportunities, both within and beyond the organisation (A,I)
- Strong administrative and data management experience (A,I)

Technical Skills:

- Ability to contribute to the development and review of systems and procedures (A,I)
- Ability to meet targets over a sustained period of time without compromising on the quality or accuracy of the work produced (A,I)
- Ability to develop new strategies to maximise success and meet organisational objectives (A,I)
- Ability to work to strict deadlines, and manage often competing priorities
- Understanding of GDPR regulations, and the ability to manage confidential data appropriately, in addition to maintaining the privacy of supporters' personal financial circumstances (A)
- Ability to work well as a team, and across multiple teams within an organisation (A,I)
- Understanding of relevant audiences, and how to tailor communications to the appropriate audience (A,I)
- Manages time and workload responsibly (A,I)
- Positive, 'can do' attitude, with an ability to find creative solutions to challenges (A,I)

Other Relevant Information:

On-campus working location
Full time post plus six weeks

Note to Applicants:

The qualifications, experience and technical skills will be used in the decision-making process for recruitment. Please give examples of how you have exhibited these behaviours in your previous role(s). It is essential you address the criterion marked as (A) on your application form in the section for supporting information. Be as specific as possible, we cannot guess or make assumptions, but will assess your application solely on the information provided. Try to provide evidence, by examples, where possible, of skills, knowledge and experience contained in this person specification.

How to Apply

Applicants should send a completed application form to **CLFS-Recruitment@cityoflondon.gov.uk**, by 5pm **Friday 23rd January 2026**.

Interviews will take place at the school on **Wednesday 28th January 2026**. Candidates are asked to note that Freeman retains the right to interview and appoint at any time during the application process.

Freemen's acknowledges receipt of all applications, if you have not received confirmation of the safe receipt of your application within two working days please call the School or email **CLFS-Recruitment@ cityoflondon.gov.uk** to check on its status.

The successful candidate must be able to satisfy the City of London's health requirements and a confidential medical assessment by the City of London's Medical Officer is required.

The City of London Freeman's School is committed to safeguarding and promoting the welfare of children and young people and expects all employees to share this commitment.

The successful applicant must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (Enhanced Disclosure).