

**Job Description:**

**Communications, Events & Administration Coordinator**

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| Function: | Operations |
| Position:  | Communications, Events & Administration Coordinator |
| Job holder: |  |
| Date (in job since): |  |
| Immediate manager (N+1 Job title and name): | Head of Communications & Engagement (Alexandra Hoskins) |
| Additional reporting line to: |  |
| Position location: | Cambridge (Hybrid) |
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| 1. Purpose of the Job – State concisely the aim of the job.  |
| To support the Communications & Engagement team with internal communications, as well as planning and executing events. The coordinator will create and deliver engaging content and ensure smooth event operations at our client sites in Cambridge, London and Luton. |

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| 5. 2. Main assignments – Indicate the main activities / duties to be conducted in the job. |
| **Content creation and management*** Create and distribute updates, materials and content for various channels (email, team meetings, presentations, internal social media etc.)

**Event planning and execution*** Help to coordinate and deliver a range of onsite events for employees and the wider community
* Help to manage event logistics, including venues, suppliers and on-the-day operations
* Support the team to deliver promotional activity and event communications
* Support with post-event reporting

**Administrative support*** Provide administrative support to the Sodexo South Leadership Team and Comms & Engagement Team
* Identify and implement opportunities to improve processes and workflows
* Schedule team meetings and collate content for slide decks etc.
* Support the contract with the promotion and administration of our employee reward and recognition initiatives
* Update the organisation charts (monthly)
* Manage the Sodexo comms mailbox and distribution list – including preparing and sending comms regarding volunteering, charity events etc.
* Operate within agreed budgets and track and report on spend where appropriate
* Maintain an orderly filing system within MS Teams for all collateral produced
* Adhere to standard templates and create new ones where required

**Other*** Be an ambassador and administrator for the Sodexo volunteering scheme
* Be an ambassador and administrator for the Sodexo EVP (employee value proposition) programme
* Complete any other reasonable request from a member of the management team
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| 2. 3. Context and main issues – Describe the most difficult types of problems the jobholder must face (internal or external to Sodexo) and/or the regulations, guidelines, practices that are to be adhered to. |
| * Scale and complexity of the business across multiple sites (Cambridge, Luton, London) in a dynamic and evolving environment.
* Time management, prioritisation and the ability to juggle multiple projects with fixed deadlines.
* Reactive nature of the role at times due to dynamic, fast-paced environment with multiple stakeholders
* Balancing the needs of and output delivery for Sodexo and the Client.
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| 4. Accountabilities – Give the 3 to 5 key outputs of the position vis-à-vis the organization; they should focus on end results, not duties or activities. |
| * Excellent relationships with key Sodexo stakeholders and teams
* Delivery of consistent communications that demonstrate partnership values and contribute to a culture of continuous learning and high performance.
* Delivery of engaging employee and community engagement events/activities
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| 5. Job profile – Describe the qualifications (Education & experience), competencies and skills needed to succeed in the position. |
| **Essential*** Excellent interpersonal skills – and the ability to communicate and build relationships at all levels within an organisation.
* Exceptional planning and organisational skills with the ability to prioritise projects.
* Must be willing to support in-person events, some of which will be outside normal working hours.
* Takes a methodical approach to work and has an eye for detail
* Ability to process overall content to pick out relevant and salient points from a larger body of information
* Self-motivated, proactive and works well under pressure and to tight deadlines
* Excellent verbal and written communication skills with the ability to express views clearly and succinctly in a variety of communication settings.
* Forward thinking/creative
* Adaptable
* Thrives under pressure
* Customer-focused

**Desirable*** Video editing experience
* Experience in Facilities Management and/or Biopharmaceutical companies
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| 2. 6. Organization chart – Indicate schematically the position of the job within the organization. It is sufficient to indicate one hierarchical level above (including possible functional boss) and, if applicable, one below the position. In the horizontal direction, the other jobs reporting to the same superior should be indicated. |
| Head of Communications & EngagementProject CoordinatorCommunications Lead Events & Projects CoordinatorTravel Services LeadCommunity & Positive Impact LeadCommunications, Events & Administration Coordinator |

**Levels**

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Received:

Date:       Date:

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Job holder Immediate Manager