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**Post Title: Events and Alumni Marketing Officer (Student Recruitment)**

**Reference: 056.AK.2021**

**Salary: £29,775 - £32,615 (incl. LWA)**

**Location: Chelsea Centre for the Creative Industries**

**Closing date: 10am Tuesday 6 April 2021**

**Interview Dates: 19 & 20 April 2021**

Morley College London aims to have a workforce that is as reflective of the diverse population that it serves. The College particularly encourages applications from ethnic minorities and disabled people who are currently under-represented within the College at this level.

**About Morley College London**

Established in 1889, and with our roots stretching back even further, Morley College London is one of the country's oldest and largest specialist providers of adult education. We provide long-term, sustainable and affordable programmes of lifelong learning across three centres – North Kensington, Chelsea and Waterloo – including 16-19 provision at North Kensington and Chelsea.

As one of only nine Specialist Designated Institutions (SDIs) in the UK, we serve more than 17,000 students through a coherent, student-centred course offer, underpinned by our mission to empower individuals and strengthen communities through education in Arts, Culture and Applied Sciences. Whether studying for personal development and well-being, to gain essential skills (English, Maths, IT), to access higher education, or for career development or change, our vision is for ambitions to be inspired and achieved through learning.

Following Morley College’s merger with Kensington and Chelsea College in February 2020, the College is reshaping its curriculum and professional service teams to facilitate an ambitious plan for development and growth. As the UK looks to a post-COVID recovery, Morley College London is more determined than ever before to support Londoners to learn, and so we’re looking for applications from talented individuals with energy and enthusiasm.

**About the role**

We are looking foran Events & Alumni Officer to lead on co-ordination and delivery of our internal and external events programme working closely with a range of College and external stakeholders.

Support enrolment growth through student recruitment event schedule development, facilitating event promotion and leading logistical delivery of student recruitment focused events.

Work closely with the Events & Alumni Manager to develop ways of maximising event footfall and event revenue opportunities.

Drive engagement of alumni association (Friends of Morley) membership base through delivering engaging online and traditional communications, co-ordinating delivery of member offers and devising and delivering an annual programme of events for alumni members.

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**Please download the Job Description & Specification:**

**Please download additional information for applicants:**

**For an application pack please apply online at** <https://www.morleycollege.ac.uk/about/jobs> **, telephone 020 7450 1895 or e-mail** [recruitment@morleycollege.ac.uk](mailto:recruitment@morleycollege.ac.uk), quoting reference number: 056.AK.2021

**Morley College London is an Equal Opportunities employer. The College aims to reflect the diverse community it serves and welcomes applications from suitably qualified candidates from all backgrounds.**

**This post is subject to an Enhanced DBS check and children’s barred list check**