

Capel Manor College

Casual Events Team leader

Job Description & Person Specification



JOB DESCRIPTION & PERSON SPECIFICATION

JOB DESCRIPTION

Post	Casual Events Team Leader
Scale	Business and Learning Support
Grade	£17.24 per hour plus holiday pay
Responsible to	Head of Commercial Services
Location	Enfield
Contract	Casual

Key Responsibilities:

The key responsibility of the casual Events Team Leader is to manage the organisation and delivery of the events programme for Capel Manor College, Gardens and Forty Hall Farm. The post holder will coordinate running of commercial and college events, including set-up and breakdown and overall logistics. They will assist with sales and operations of the commercial activities. The post holder will ensure the highest standards of health and safety for public, activities and events.

Responsibilities:

1. Leading or supporting with the organisation and delivery of the annual commercial events programme, including build-up, set-up, and breakdown of the shows.
2. Coordinating events on the day, including problem-solving, directing event set-up and breakdown, communicating with staff and organising vendors and suppliers.
3. Planning multiple events and projects, ensuring deadlines are met.
4. Delegating event planning tasks to other staff members where necessary and coordinating volunteers and casual staff.
5. Communicating with line Manager on event planning progress.
6. Coordinating event suppliers.
7. Providing information about availability of venue hire and carrying out site visits for wedding, filming and photography and special event enquiries. Managing the whole process from planning to delivery with clients.
8. Successfully manage the booking process by identifying sale opportunities and converting enquiries into confirmed bookings.
9. Support the wider teams to develop PR and marketing for events and commercial activities.
10. Supporting the wider commercial team in retail, admissions and reception when required.
11. Be a key holder and be involved with opening and or closing the site.
12. Flexibility to working weekends.

General Responsibilities:

1. Promote and implement all College policies, particularly those which refer to health & safety, equality of opportunity and Safeguarding young people and vulnerable adults
2. Participate in College programmes of staff appraisal and continuing professional development
3. Develop effective working relationships internally and with external partners
4. To operate at all times in line with the College's values and behaviours

5. Undertake other duties as may reasonably be required in the interests of the efficient functioning of the College

PERSON SPECIFICATION

Qualifications

- Possess a Level 2 qualification in English and Maths or a willingness to achieve within a specified period
- Evidence of continuous professional development
- Industry relevant degree

Experience

- Previous experience in similar events role
- Experience of organising events or community activities
- Previous experience customer service roles
- Experience in managing different projects and meeting deadlines

Skills, Abilities and Knowledge

- The ability to multi-task and manage time effectively and efficiently
- The ability to develop positive working relationships with individuals at all levels
- The confidence to build effective relationships via email, over the phone or face-to-face
- Excellent customer service
- Effective communication and organisation skills
- The ability to work on own initiative and as part of a team
- The ability to communicate effectively orally and in writing.

Other Factors

- An understanding of and commitment to safeguarding young people and vulnerable adults
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people/vulnerable adults
- Emotional resilience
- The ability and determination to promote equality, diversity and inclusion throughout all aspects of College life, including employment and service delivery
- Should the position involve regular driving, a clean driving licence is required