**JOB ADVERT**

**Maternity Cover Events & Bookings Manager**

**Positions:** 1

**Job Type:** Fixed Term 6 to 12 month, Temporary

**Hours:** Full Time, 37 hours per week

**Salary:** NALC Point 24 – 28, £31,099 - £33,820 per annum

**Benefits:** Flexible working, pension, occupational sick pay, and generous annual leave package

We are currently recruiting maternity cover for our Events & Bookings Manager. This will be a 6-month temporary contract with the possibility to extend it to 12 months.

**Who are we?**

Broadstairs & St. Peter’s Town Council has a large and expanding property portfolio and is looking for an experienced individual to provide maternity cover for our Events & Bookings Manager to continue the management of the bookings and ensure the development of the business.

**What are we looking for?**

The Council’s facilities are located at Pierremont Hall and Retort House and include a sports hall, function room, meeting rooms and grounds available for hire. Both venues host a busy schedule of events including: conferences, weddings, exhibitions, council meetings and private bookings.

The post requires an exceptional individual to organise and book events across a broad range of customer groups, providing high quality delivery to all hirers and service users at all times. This is a varied role that includes delivering excellent administration, generating bookings through marketing and building relationships with the community and suppliers. You will need to be comfortable juggling tasks and priorities, as well as managing and organising the opening and closing of the facilities with our premises officers and security partners.

Job Description:

* Act as the main point of contact for all enquiries relating to events and bookings at Pierremont Hall and Retort House, including weddings and regular community bookings.
* Manage, and maintain an online booking diary.
* Provide a source of expertise and support for organisers throughout their event planning.
* Maintain accurate and up-to-date records, relating to events and Health & Safety, including risk assessments.
* Produce and maintain Event Management Plans for each event, including the maintenance or creation of any policies.
* Process event invoices, issue quotes and proposals.
* Manage the rotas for events staff and agency works for each event, as well as manage premises officers and our security partners to open and close for events.
* Report to the Finance Officer and the Town Clerk each month on event staffs payroll.
* Oversee and assist premises officers with the setting out of tables, chairs and associated equipment ensuring that any specific requirements are met, including refreshments and audio and PA equipment.
* Ensure function rooms, as well as catering areas and bathrooms, are presentable, tidy and clean prior to events (contract cleaners are in place)
* Maintain a register of authorised partners for the delivery of services relating to bookings.
* Prepare quarterly reports for the Finance and General Purposes Committee, setting out the bookings undertaken, suggestions for improvements and budget requirements.

**This list is not exhaustive and in addition to your normal duties you may be required to undertake other administrative duties as directed by the Town Clerk or Deputy Town Clerk.**

Role Requirements

* Proven experience within the events and hospitality industry
* Organisational, prioritising and time management skills
* Passionate about providing a high quality, highly organised experience
* A confident and natural communicator across all communication channels
* A decision maker, able to think on your feet.
* Flexible and have the ability to work at pace
* Team player
* Excellent IT skills, competent with Microsoft office

Desirable

* Understanding of health and safety issues at events, including management of contractors, fire safety, security systems.
* Relevant qualifications

The role requires a full Application Form and Cover Letter to be sent in by the deadline date to be shortlisted.

The successful applicate will go through the Right to Work process and a full Standard DBS check. The applicant should also have a clean, current, and valid driving license. As duties will at times stretch across the whole town.

**Links**

[Application Form - Word](https://broadstairstc-my.sharepoint.com/personal/leanne_broadstairstc_onmicrosoft_com/Documents/Documents/HR/Application%20Form.docx)

[Application Form - PDF](https://www.broadstairs.gov.uk/_UserFiles/Files/_Documents/Application%20Form.pdf)

For an informal discussion regarding the position, please contact the Town Clerk in the first instance.

Kirsty Holroyd, Town Clerk,

Broadstairs & St. Peter’s Town Council, Pierremont Hall, CT10 1JX

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