



FLORENCE INSTITUTE TRUST

➤ EVENTS & VENUE CO-ORDINATOR

JOB DESCRIPTION

Fixed Term: 12 months from date of appointment.

This job is subject to a 3-month probationary period and the contract period may be extended subject to secured income from events and successful delivery of year 1 outputs.

Hours : 40 hrs. per week

This is not a 9-5 job, this job requires the post holder to work some evenings and weekends according to business need, therefore times and days of work will differ week to week. The Florrie operates a time in lieu system.

Location: The Florence Institute (The Florrie) Mill Street, L8 4RF **Salary:** £22,500.00

Overall, Purpose of Role (Summary):

The Florrie is looking for an energetic, creative, and organised Events & Venue Coordinator to plan and oversee event operations. In this role, you are required to coordinate and manage the logistics of our own and 3rd party events, meetings, conferences & weddings whilst regularly liaising with clients and orchestrating staff, artists, audiences, 3rd party hirers and the local community.

You will play a pivotal role working alongside our Events team and Commercial Manager in the planning and delivery of The Florrie's fundraising events and will be responsible for delivering a high level of service and standards to all users.

**Examples of events and fundraisers we have delivered in the past include Florrie Fest, Food-Aid Liverpool, music gigs, conferences, meetings, award evenings, gala dinners, Christmas parties, exhibitions and much more and have a full calendar of exciting events to deliver in the coming year.*

Duties and Responsibilities:

- Pre-event planning for Florrie and 3rd Party events.
- A meticulous eye for detail and ability to deliver events from start to finish to high standards.
- To deliver several direct & indirect targets associated with The Florrie events programme.

- Delivering events on time and ensuring they meet / exceed customer expectations.
- Develop and maintain positive working relationships with businesses, other 3rd sector organisations and community members.
- Ensuring the venues hire rooms and facilities are organised at all times and cleaned / sanitised pre & post event.
- Pre event liaising with 3rd Party clients to determine and plan specific requirements, e.g. room style, AV requirements, food & drink dietary requirements.
- The first point of contact for 3rd Party client support during events, meetings, and conferences, calmly tending to their requests & queries.
- Supervising event staff and ensuring high standards are upheld.
- All administration functions including planning & scheduling and ensuring events remain within budget.
- Coordinating, maintaining, servicing and neatly storing all AV & Audio equipment and furniture.
- Regularly liaising with our Chef and Catering services to ensure all food and specific dietary requirements are delivered exactly as requested from clients.
- Communicating and enforcing all health & safety, fire risks, security regulations and protocols.
- Working closely with our Commercial Manager to determine budgets and best value.
- As part of the wider team, you are expected to support the promotion and income generation activities of The Florence Institute charity.

Venue & Events Coordinator Requirements:

- An entrepreneurial spirit with a 'can do' positive attitude.
- Committed to and practice of all aspects of equal opportunities by demonstrating the ability to interact with people of diverse backgrounds.
- Previous events coordination and or events past / existing experience essential and ability to express this.
- Reliable with exceptional customer service, organisational and time management skills.
- Ability to multitask and remain calm in stressful situations.
- Sound knowledge of health & safety measures and risk assessment strategies.
- Great interpersonal and communication abilities.
- Leadership abilities and willingness to work out of hours, weekends, and holidays in accordance with business needs.
- Understanding of working within a Charity sector.
- The ability to complete and submit regular KPI's as part of the Events team reporting system.
- The ability to streamline and implement processes that enable you and the Events team to deliver events to high standards at all times.

NB: This job description identifies key responsibilities and requirements. It is not an exhaustive list of tasks that need to be completed. The Florence Institute Limited reserves the right to amend the job description as the role develops with the organisation.

This job involves regulated activity with children and adults at risk as defined by the Protection of Freedoms Act 2012. Therefore, an Enhanced Criminal Record check will be undertaken by the successful candidate and two referees, one being the last/current employer prior to employment.

HOW TO APPLY

Please submit your CV (no more than 2 sides A4) outlining your work experience in relation to the Job Description, Duties & Responsibilities & outlined Requirements and why you feel you're the best candidate for this job.

Email your application to: laurence@theflorrie.org

CLOSING DAT FOR APPLICATIONS IS 12.00 ON FRIDAY 16th JUNE 2023.

IF SUCCESFUL, INTERVIEWS WILL TAKE PLACE ON FRIDAY 23rd JUNE 2023.