**JOB DESCRIPTION**

**Role:** Events & Venue Assistant

**Reporting to:** Events & Venue Manager

**Hours:** 24 Hours per week (Rota basis depending on events including weekend & evening availability)

**Location:** The Florence Institute (The Florrie) Mill Street, L8 4RF

**Salary**: £14,277.12 Pro rata

**Duties and Responsibilities:**

* Assist the Events & Venue Manager with pre-event planning for Florrie and 3rd Party events.
* Ensuring the venues hire rooms and facilities are organised at all times, cleaned and sanitised pre & post event.
* Setting up of rooms and preparing refreshments as per event specifications
* The point of contact for 3rd Party client support during events, meetings, and conferences, calmly tending to their requests & queries.
* Coordinating, maintaining, servicing and neatly storing all AV & Audio equipment and furniture.
* Communicating and enforcing all health & safety, fire risks, security regulations and protocols.
* Carrying out stock checks and ensuring that stock lists are kept up to date and prepare stock orders.
* Maintain events store cupboard to ensure that all equipment, refreshments, table clothes are cleaned and ready for events.

**Events & Venue Assistant Personal Specifications**

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| **Requirement**  | **Essential**  |
| A ‘can do’ positive attitude. | x |
| Committed to and practice of all aspects of equal opportunities by demonstrating the ability to interact with people of diverse backgrounds. | x |
| Previous events coordination and or events past/existing experience | x |
| Reliable with exceptional customer service, organisational and time management skills.  | x |
| Ability to multitask and remain calm in stressful situations.  | x |
| Great interpersonal and communication abilities | x |
| The ability and willingness to work out of hours, weekends, and holidays in accordance with business needs.  | x |
| A willingness to undertake any training appropriate to the role and business needs | x |

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 a covering letter and 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: info@theflorrie.org**

**CLOSING DATE FOR APPLICATIONS IS MONDAY 8TH APRIL 2023.**