



THE
FLORRIE

EVENTS MANAGER

Job information
pack



ABOUT THE FLORRIE

The Florrie is a mixed-use community centre which has been at the heart of Liverpool for over 135 years. Our stunning Grade II listed Victorian community arts and heritage venue serves as a social, cultural, educational, and charitable hub for the people of South Liverpool.

Our amazing space hosts activities for people of all ages, including musical and cultural events and exhibitions throughout the year. We have versatile event spaces available for hire and offer fully inclusive workspaces for small local businesses and charities.

“Within these wonderful spaces we directly deliver a wide range of activities, events and services to the local community and act as a venue for cultural, musical and commercial events.”



EVENTS MANAGER

ROLE DETAILS

Job Title	Events Co-ordinator
Salary Range	£28,000 -£30,000 depending on experience
Hours	Full-time, 35 hours per week Flexible hours, including some evenings and weekend work
Reports to	Chief Operating Officer
Contract type	Fixed-term, initial 12-month contract with a view to extend

Are you a creative and capable person who loves organising all types of events? Do you have at-least 2 years' experience managing & coordinating well organised events in different spaces all under one roof? If so, we'd love to hear from you.

The Florrie has an exciting opportunity for an Events Manager to manage, coordinate and deliver corporate, community and youth (related) bookings within our multi-use building, seeing events through from start to finish in a professional manner.

We are looking for an energetic, creative and well organised Events Manager who can work on their own initiative to plan and oversee all event operations from small community and children events to large corporate bookings. In this role, you will act as the first point of contact for clients who book their event at The Florrie, from pre-event planning, during the event/booking through to post event clear down.

Here at The Florrie we have some amazing spaces for different internal events and 3rd party bookings, including dedicated space for children and young people activities (The Basement) which hosts a state of the art cinema, radio station and games room.

For more information on previous events held at The Florrie please visit www.theflorrie.org

KEY RESPONSIBILITIES

As The Florrie's Event Manager, you will need to:

- Manage and coordinate the delivery of the charity-wide events and 3rd party bookings taking full responsibility for delivery of each event from planning to completion.
- Liaise with clients to determine their exact event requirements and produce detailed Event Forms (including timelines, room styles, AV requirements, food & refreshments, including dietaries & allergies, legal obligations and staffing).
- Manage and perform pre & post event set-ups and re-sets, ensuring all client requirements are fulfilled from Event Forms.
- Oversee day-to-day operations ensuring a seamless and welcoming experience for all visitors.
- Deliver events to schedule, whilst ensuring they surpass customer expectations.
- Coordinate external suppliers, handle each client's day-to-day queries and troubleshoot on the day of the event to ensure it runs smoothly.
- Coordinate and support the delivery of private bookings and the charities events in The Basement, especially children's activities, that includes parties, cinema screenings and gaming activities.
- Ensure all rooms and spaces throughout the entire building are safe, clear of hazards and ready for use before and after each room hire or activity.
- Maintain high standards of health & safety, ensuring all events taking place throughout the building are fully risk assessed and compliant with regulations.
- Oversee the operational logistics of events, including safeguarding, cleaning, security, utilities and any necessary staff support.
- Contribute and implement new ideas and suggestions to improve customer experience that enhances the reputation of The Florrie as a community and corporate hire venue.
- Maintain and order all event stock requirements, ensuring we never run out.
- As part of the wider team, build relationships with external partners to encourage hires and opportunities for new collaborations.
- Produce post-event analysis and evaluation that improves future events, raises standards that enhances customer satisfaction for repeat bookings.

ESSENTIAL REQUIREMENTS

The Florrie requires a motivated and dependable Events manager with strong organisational skills, leadership qualities and a passion for working with 3rd party clients, members of our community and children/young adults.

- A 'can do' positive attitude and a proactive approach to your work.
- Experience in managing public facing-spaces and a minimum of two years' experience working within an Event Venue or similar.
- Exceptional customer service skills, attention to detail, a great organiser and superlative time/schedule management.
- Ability to manage and maintain your own workload and deliver precise and clear instructions to staff (internal & external).
- Strong organisational and administrative skills, with confidence and ability to manage several event schedules and staff at once.
- A clear understanding of safeguarding, health & safety and professional boundaries.
- Excellent communication and interpersonal skills, with the ability to engage clients, community members, children, families and partners.
- Remaining consistent at delivering satisfactory standards and remaining calm and focused under pressure.
- Flexibility to work evenings and weekends when required.
- A full D1 UK Driving Licence.

NOTE: This role is subject to a satisfactory DBS check and 2 references.



WHY JOIN OUR TEAM AT THE FLORRIE?

The Florrie is a much-loved community hub with a proud history. When you join our team, you'll be part of a passionate, down-to-earth team that values collaboration, creativity, and community.

- Pension scheme
- Discount in our on-site cafe
- On-site parking
- Development and training
- Access to free wellbeing activities such as yoga, keep fit, walking group, gardening

If you're ready to take on a meaningful role where your skills will make a difference, apply today!

HOW TO APPLY

Please send a CV & Cover Letter via email to Laurence@theflorrie.org

All candidates must have existing permission to work in the UK.

The Florrie is an equal opportunity employer. Our mission is to welcome everyone and create inclusive teams. We celebrate differences and encourage everyone to join us and be themselves at work. Our policy is to recruit a diverse workforce and follow the guidelines of the Equality Act. We are an employer that values lived experience at all levels of our organisation.





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0151 728 2323
info@theflorrie.org
377 Mill St, Liverpool, L8 4RF