



EVENTS & SALES MANAGER

Responsible to: Operations Director | **Contract:** Full Time, 37.5 hrs p/week | **Salary:** £25-30k depending on experience

ABOUT THE ROLE

Provide leadership of the Events Team to design, support and deliver consistently excellent weddings and events in Central Hall. Ensuring all users of Central Hall are comfortable, safe and successfully enabled whether using a meeting room or exclusive use of the venue.

Manage and develop Central Hall as an events space providing a source of income to support the organisation alongside investing and connecting with the city.

AREAS OF RESPONSIBILITY

Enterprise and Events

- Ensure all processes and systems relating to events are robust and fit for purpose.
- Appropriately market Central Hall with a target market of weddings, alongside some conferences and concerts as required.
- Oversee the bookings process using software and processes in place.
- Provide excellent event support for clients, liaising with them from start to finish ensuring their event satisfaction and success.
- Support the Operations Team with other administrative tasks including; invoicing and debt collection, taking deliveries and ordering supplies.
- Lead and Line Manage the Events Team in meeting the agreed objectives and goals.
- Oversee and implement the Central Venues business plan and strategy in conjunction with the Operations Director.
- Manage recruitment, training and the performance of all event staff as required to meet the needs of service delivery.
- As a Central Church staff member, work closely with the Operations Director ensuring all church users (Staff & Volunteers) engage with using and caring for the Venue appropriately during their events/usage.
- Manage applicable licenses and any other statutory compliance to ensure the venue and events are run within industry standard best practice.
- Manage Health and Safety policies and processes in conjunction with the operations team, ensuring they're reviewed and adhered to as required.
- Support the operations team in managing contracts and service providers related to the Venue, ensuring they meet the needs of the Venue and adhere to organisation policies.
- Participate as a Central Church Staff Member, attending Staff Meetings, Devotions (including bible devotions and prayer), and other training and gathering points as required by the Operations Director.

centralchurch.co.uk

Central Hall, 2 West Tollcross, Edinburgh, EH3 9BP
hello@centralchurch.co.uk | 0131447 9787

Central are a charity registered in Scotland – SC005871



This job specification will be subject to periodic review and possible amendment or modification, after consultation with the post holder in order to meet the changing needs of the Church.
The role 'Events & Sales Manager' will bring with it relevant training and support, which will upskill the post holder and provide effective Career Development.

PERSON SPECIFICATION

Gifts and Abilities

The jobholder should:

- Have excellent verbal and written communication skills.
- Be able to motivate and lead a team.
- Be an exceptional planner.
- Be meticulous and organised.
- Be able to comfortably manage an event from beginning to end.

Knowledge

The jobholder should have knowledge of:

- Comfortably working with a range of software's such as: Microsoft, Google, Event Management platforms (e.g. Priava), Trello, Slack.
- Be confident around Audio and Visual Technical equipment and the basics operations involved.
- Ideally hold a qualification or relevant training in Facilities, Events or Project Management.
- Writing and implementing Risk Assessments
- Health and Safety requirements of a public building

Experience

The jobholder should have experience of:

- Events Management
- Leadership and managing a team.
- Both lone-working and as part of a team.
- Working in an environment that requires a high standard of administration
- 'Wedding' planning or management experience would be desirable but not essential
- Ideally working within the values of a church or charity organisation, while managing external and internal usage.

MAIN TERMS AND CONDITIONS

Hours: The post is full time, 37.5hrs per week, to include weekend and evening working as required.

Salary: £25-30k Depending on experience

Holidays: 25 working days per annum (plus public holidays)

CRB: This appointment is subject to the candidate obtaining an Enhanced Disclosure.

Occupational Requirement: The post has an occupational requirement for the post holder to be a Christian.

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