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| |  | | --- | |  | | **Deputy Events Manager**  Thank you for your interest in applying for the above post. Please find attached the Job Description and Person Specification for the role. | | **Working for Stockport Council** | | **Macintosh SSD:Users:tony.collinge:Desktop:values_job_description:STAR_logo_and_values.jpg**  Stockport Council has 4 core values that run through everything we do and are known as the Stockport Way of doing things. As an organisation we stay true to them no matter what challenges we face. The values came from colleagues and were developed through workshops and consultation across the Council.  [This video,](https://play.buto.tv/3My87) produced 'in house' and featuring colleagues from across the Council, explains each value and shows how colleagues are living these values each day.  As a new colleague the Council will expect you to work in accordance with these values. We also have policies and procedures around health, safety and welfare, customer care, emergency, evacuation, security and promotion of the Council’s priorities which we expect you to adhere to. These will be explained in detail to you as part of your induction process.  You can find out more about working for Stockport Council, and some of the benefits we offer employees, online at <https://greater.jobs/locations/stockport/>  H:\Directorate Services Team\Recruitment (Annalie Burns' Team)\Recruitment\OTHER\Diversity and Inclusion\DISABILITY CONFIDENT\employer_small.png |   green band epsStockport Council  **Job Description** | |
| Post Title: Deputy Events Manager  **Service Area:Events and Registrars**  **Directorate: CSS**  **Team: Events and Registrars** | Salary Grade: S02 |
| **Post Reports to: Event Manager**  **Post Responsible for: Hospitality Supervisors** | |
| **Main Purpose of the Job:**  To manage a wide range of events from the initial point of enquiry through to coordination and delivery of the event on the day. Support the Event Manager to implement the Business plan across the team. Oversee the Hospitality supervisor and manage the successful delivery of events across a portfolio of Venues across Stockport whilst ensuring high levels of customer service are maintained in order to grow the reputation of the Business. | |
| **Summary of responsibilities and key areas:**  Ensure the successful management delivery of a wide range of events.  Work alongside the Event Coordinators with large scale and high profile events.  Supervise, Manage and work with the Hospitality Supervisor.  Work alongside the Event Manager to maximise income by promoting Stockport Council’s portfolio of Venues and ensure the promotion of a portfolio of venues for a wide range of Events.  Work with the Event Coordinators to identify new business opportunities for venues and forge new relationships in order to maximise sales.  Provide effective supervision and management of various roles in the team and suppliers to ensure successful event delivery and front of house operations.  Ensure the health and safety of all venue users during an event is in accordance with H&S Legislation including completion of risk assessments, initiating of evacuation procedures, delivering first aid and dealing with unanticipated hazards arising.  Complete and manage the risk assessments for all Venues.  Take responsibility and lead in the safe evacuation of premises in the event of emergencies arising during a function.  Manage all aspects of successful event planning, delivery and evaluation including management of operations team and Hospitality Supervisor, contractors and visitors and client accounts.  Work alongside the Event Manager to evaluate and analyse profit margins and revenue management.  Work alongside the Event Manager ensuring that the marketing and communications plan is realised, taking the lead with campaigns where appropriate.  Work closely alongside colleagues, other departments and suppliers to ensure the successful delivery management of Events.  Use the property management system to manage all enquiries, bookings and finances.  Chair weekly function sheet meetings with relevant departments to ensure the successful delivery of all events.  Ensure excellent customer service is provided to all clients and customers.  Ensure Council financial guidelines are adhered to at all times in cash handling.  Oversee financial and administrative operations at venues to ensure all activities are carried out efficiently.  Work alongside the Event Manager to manage the team rota.  Work closely with the Register Office Deputy Manager in order to provide a seamless service for couples marrying at our range of venues  Work closely alongside the Register Office Deputy Manager to ensure the team are upselling hospitality across the portfolio of Venues.  Work with the Register Office Deputy Manager and team to ensure the promotion of a wide range of events available across all venues.  Comply with team rota to work a 5 out of 7 working day week including evenings, weekends and bank holidays. | |
| **Job activities:** | |
| **Additional responsibilities:**  To work positively and inclusively with colleagues and customers so that the Council provides a workplace and delivers services that do not discriminate against people on the ground of their age, sexuality, religion or belief, race, gender or disabilities.  To fulfill personal requirements, where appropriate, with regard to Council policies and procedures, standards of attendance, health, safety and welfare, customer care, emergency, evacuation, security and promotion of the Council’s priorities.  To work flexibly in the interests of the service. This may include undertaking other duties provided that these are appropriate to the employee’s background, skills and abilities. Where this occurs there will be consultation with the employee and any necessary personal development will be taken into account. | |

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Stockport Council

Competency Person Specification

The criteria listed below represent the most important skills, experience, technical expertise and qualifications needed for this job role.

Your application will be assessed against these criteria to determine whether or not you are shortlisted for interview.  Any interview questions, or additional assessments (tests, presentations etc) will be broadly based on the criteria below.

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| **Competency** | **Essential or Desirable** |
| To work to the Council’s values and behaviours:   * To keep the people of **Stockport** at the heart of what we do * To succeed as a **team**, collaborating with colleagues and partners * To drive things forward with **ambition**, creativity and confidence * To value and **respect** our colleagues, partners and customers | Essential |
| Significant demonstrable experience of the Operational Management of a wide variety of Events within the Hospitality Industry | Essential |
| Experience of the sale of Events within the hospitality Industry | Essential |
| Excellent organisational skills with previous experience of managing Events | Essential |
| Experience of managing a team of 10 or more | Essential |
| Take the lead in providing value for money and high quality customer service | Essential |
| Ability to work flexibly across teams to implement change, deliver key projects and accommodate the needs of the Business | Essential |
| Self-Motivated and Results Driven with strong analytical skills and the ability to interpret information and identify inaccuracies. | Essential |
| Close attention to detail with the ability to work in a pressurised environment managing multiple projects at any one time and ability to prioritise a high workload | Essential |
| Ability to work to strict deadlines and under pressure with a calm approach, discretion and maintaining confidentiality | Essential |
| Food Safety Level 3  Knowledge of Fire Safety (fire marshal trained) and basic health & safety legislation or a willingness to undertake development in this area as appropriate | Essential |
| Personal Licence Holder | Essential |
| Strong IT Skills including; a Good knowledge of Microsoft Office, experience of working with a Property Management System and Social Media Platforms | Essential |
| Where appropriate, Clean Driving Licence | Essential |
| TO BE INCLUDED WHEN THE ROLE IS COVERED BY THE FLUENCY DUTY  The ability to converse at ease with service users/customers and provide advice in accurate spoken English. | Essential |