



JOB DESCRIPTION

Job Title:	Events Assistant Manager
Reporting to:	Operations Manager
Location:	The Honourable Society of the Middle Temple
Hours:	40 per week, Monday to Sunday. Flexibility is required to ensure the needs of the organisation are met. Mainly working evenings.

About Middle Temple

Middle Temple is one of the four Inns of Court, which have the exclusive right to Call men and women to the Bar of England & Wales, i.e., to admit those who have fulfilled the necessary qualifications to the degree of Barrister-at-Law, which entitles them, after a period of vocational training to practise as Barristers. The Inn is a professional membership organisation as well as a property landlord with a substantial property portfolio in central London. The Inn holds numerous events and functions throughout the year for its members and other and is also available for private hire. The Inn is home to an extensive law library, maintain, amongst others, specialist collections in both EU and US law. The Inn also holds an extensive collection of historic archives and artefacts, dating back centuries. Middle Temple is also jointly responsible with Inner Temple for the Temple Church, the former headquarters of the Knights Templar in England, and which was consecrated in 1185.

The Inn's mission is to support the rule of law in the UK and overseas, especially Common Law jurisdictions, and carries this out by providing extensive education opportunities and support to its members across the world and offers scholarships to intending practitioners to the Bar.

Job Summary

To assist in the delivery of high standard and cost-effective events and food service for the Inn's own members events. To work closely with our event suppliers in the delivery of successful private events and weddings. To ensure that all event spaces within Middle Temple are looked after during the set-up, event delivery and breakdown. To manage all kitchen and service staff in the delivery of events and control all beverages consumed.

Areas of Responsibility

1. Ensure that all events spaces are prepared for service and then cleared and left in a state ready for public access after the event.
2. Deliver extraordinary service to our members, students and guests in a friendly, professional and focused manner with high levels of enthusiasm, attention to detail and willingness to succeed.
3. To ensure that on arrival, every member of staff is fully briefed as to the duties they are to carry out including general housekeeping and health and safety.
4. Responsible for the effective supervision of agency bar and waiting staff.
5. Carry out operational planning for each event such as equipment requirements, room layouts and staffing requirements.
6. Understand all food and wine menu items being served including dietary information and disseminate as necessary.
7. Assist in the preparation of accurate consumption figures for events within the shortest possible time after the end of an event and ensure that this is then passed to the Finance Assistant.

Specific duties etc may be subject to change from time to time, to reflect changes in organisational requirements.

8. Complete event logs in a timely manner with as much detail as possible at the conclusion of each event.
9. To assist in ensuring that all the departmental targets are met and expenditure is controlled.
10. Undertake regular stock takes of catering supplies.
11. To be involved with setting up and service at any event tastings that take place, be able to answer any questions pertaining to the food and drink that is being served.
12. To take a proactive approach to equipment maintenance and to deal with any issues that may arise, reporting any faults to appropriate persons/department
13. To assist with the efforts to maintain the Events Department as a clean safe environment to work.
14. If required, assist with the supervision of Hall Lunch and Garden Room service operations.
15. To ensure that all waiting staff are fully briefed for the roles they are expected to perform (i.e. to ensure that they can serve/clear/lay-up/pour hot and cold beverages) and are aware of safe working practices.
16. To ensure that all aspects of function sheets are fully understood and carried out as specified, (i.e. that the menus are printed as per client instructions, that timings are adhered to as best they can be, that any reasonable client request is carried out).
17. Ensure that all event procedures and policies are followed before the commencement of service.
18. Ensure that you are aware of any AV equipment required for events and that the equipment is fully operational.
19. Work closely with other departments including security, housekeeping, front of house, IT etc., as required.
20. To be responsible for the Bench gowns. In terms of correctly assigning gowns for particular events, storage and general up-keep of the gowns.
21. All staff are responsible for their own health, safety & welfare, and that of others, through their actions or inactions. They are therefore required to be familiar with and adhere to our Health & Safety Policy (and all associated policies, systems & procedures), to develop and maintain their knowledge, skill & experience with regards to health & safety and, commensurate with the level of the post, to promote safe working practices.
22. To undertake other such duties as the line manager or director may reasonably require.

Specific duties etc may be subject to change from time to time, to reflect changes in organisational requirements.

PERSON SPECIFICATION

Qualifications

1. Educated to GCSE level or equivalent (inc. maths and English) and ideally a relevant degree, WSET 2 and Membership of a professional body such as the Institute of Hospitality.

Knowledge, Skills & Experience

2. Experience of a similar working environment &/or understanding of the workings of the Middle Temple or other not-for-profit organisation.
3. Highly effective in fulfilling all areas outlined in the Job Description.
4. Experience of high-quality event catering with a proven track record of highly effective operational event planning and supervising from inception to completion, ideally in a Unique Venue of London/4 or 5 star hotel, private members club, The City, Livery hall &/or other Inn of Court and a good knowledge of trends in the industry.
5. Ability and willingness to enhance customer service and provide all clients (actual, potential and returning), with the high service levels expected from a premium venue.
6. Ability to spot and solve problems efficiently and effectively while remaining calm at all times.
7. Experience of managing own workload with minimal supervision; able to multi-task, effectively plan work, prioritise and meet deadlines
8. Ability to effectively motivate, lead & develop individuals and teams.

Personal Qualities

7. Excellent communications and interpersonal skills with the ability to communicate effectively (verbally and in writing) at all levels.
8. Ability to work on own initiative within the parameters of the role e.g. identifying ways that services within area of work can be improved.
9. Ability to contribute positively to the work of the team and work supportively, co-operatively and collaboratively with colleagues.
10. Ability and willingness to learn new skills.
11. Ability to be flexible and attend work (e.g. meetings, events) outside the normal working week as may be required from time to time.

Specific duties etc may be subject to change from time to time, to reflect changes in organisational requirements.