



**Events Supervisor (Catering & Events Department)**

**Maternity Cover (12 months fixed term contract)**

**The Honourable Society of the Middle Temple – City of London**

**Salary range £24-25,500 plus excellent benefits**

*Looking for a role in events where you don't work Christmas, New Year's or major Bank Holidays?*

The Honourable Society of the Middle Temple is seeking an experienced Events professional to join its Catering & Events department.

Steeped in history, Middle Temple is one of the four Inns of Court and a professional membership organisation responsible for the training and qualification of barristers. It also manages a large heritage estate in central London from which barristers practice. Together with the other Inns of Court, it collaborates closely with organisations such as the Bar Council and Bar Standards Board in supporting the profession of the Bar.

The Catering & Events Department provides lunch Mondays to Fridays to members of the Inn and pre-booked groups in the Hall. The department is also responsible for the delivery of the catering requirements for qualifying sessions and various external client events.

You will work closely with the Inn's Events Manager and existing Events team to deliver the highest quality service to our members and guests, responsible for the full operational supervision of your assigned events over a seven day week.

You'll also be responsible for assisting with client tastings, ensuring rooms are prepared for service, ensure guests are given a warm welcome and have an excellent impression of the Inn.

Experience in a high volume, high quality establishment such as a 4 or 5 star hotel, corporate contract catering or a members club is essential, with experience in a heritage organisation ideal.

You will be a natural collaborator with well-developed interpersonal skills and the ability to communicate clearly and fluently with people of all levels, capable of working independently and within a team to prioritise requirements and juggle an ever-changing workload.

Excellent benefits include a pension scheme, private medical and life cover as well as a generous leave allowance, with a Christmas closure in addition to your leave entitlement.

**To apply, please send a letter with your CV explaining how you qualify for the role, what you would bring to it, and why it is a natural next career step for you, to Human Resources at: [recruitment@middletemple.org.uk](mailto:recruitment@middletemple.org.uk).**

**The closing date for receipt of applications is Monday 9 March 2020.**



## **JOB DESCRIPTION**

<b>Job Title:</b>	Events Supervisor <b>(<i>Maternity Cover, 12 months fixed term</i>)</b>
<b>Department:</b>	Catering & Events Department
<b>Reporting to:</b>	Events Manager
<b>Hours:</b>	40 hours per week over a seven day week
<b>Line manages:</b>	There is currently no line management responsibility, although, in the absence of the Events Manager and the Catering & Merchandise Manager, the Events Supervisor is responsible for the Laundry, Cellar, Cashier and Waiting Staff including casual and agency staff.
<b>Location:</b>	Middle Temple Hall– London – EC4Y 9AT
<b>Job Purpose:</b>	The task of the Events Supervisor is to assist the Events Manager and Catering & Merchandise Manager in the delivery of high standard and cost effective events for the Inn.

### **About the Middle Temple**

The Middle Temple is one of the four Inns of Court which have the exclusive right to call men and women to the Bar 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 pupillage (vocational training), to practice as Barristers. The Inn holds numerous events and functions thorough the year and is available for private hire.

### **About the Events Department**

The Events Department provides lunch Mondays to Fridays to members of the Inn and pre-booked groups in its Hall. The Inn hosts a number of events for the benefit of members of the Inn and can also be booked for private events ranging from formal dinners, weddings, meetings, receptions, corporate events and garden parties to outdoor functions, TV documentaries and Hollywood movies.

### **Duties expected**

- 1) To have a visible presence during lunch service times and ensure that it is set in accordance with guidance of the Catering & Merchandise Manager
- 2) Ensure that all events spaces are cleared and prepared for service or left in a state ready for public access
- 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) Carry out operational planning for each event such as equipment requirements, room layouts and staffing requirements.
- 5) Liaise with the kitchen where necessary in the planning and delivery of an event
- 6) Ensure all function sheets are correctly completed before the commencement of service
- 7) Ensure that all staff accurately complete timesheets of the hours they have worked for the shift
- 8) Assist in the preparation of accurate consumption figures for events within the shortest possible time after the end of an event
- 9) Make purchase recommendations to the Events Manager
- 10) To assist in ensuring that all the Departmental targets are met
- 11) Undertake regular stock takes of inventories of catering supplies
- 12) Conduct meetings with visitors/clients/prospective clients of all levels of seniority with a view of booking events or confirming details of events already booked.
- 13) Keep abreast of the latest trends within the catering/banqueting industry, making recommendations to improve the Middle Temple product as appropriate
- 14) To take a proactive approach to equipment maintenance and to deal with any issues that may arise
- 15) To assist with the efforts to maintain the Events Department as a clean safe environment to work

#### **Events:**

- 1) 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)
- 2) 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)
- 3) Ensure that all committee meetings are correctly set up and adequately supplied with the function requirements
- 4) To ensure the smooth operation of any event by making sure all staff attending the event are fully aware of what work needs to be carried out and when and that all staff are coordinated effectively
- 5) Ensure that all pre-dinner procedures and policies are followed before the commencement of service



- 6) Ensure that events are managed with minimum impact on the operation of Middle Temple, its rooms, and opening times to the public, tenants and residents

**Office Duties:**

- 1) Work closely with other departments including security, housekeeping, front of house etc., as required
- 2) Work closely with other departments to ensure that delivery of the Middle Temple product is exceptional
- 3) To ensure that all staff signing sheets are correctly recorded and the staff hours are recorded into Ungerboeck for the Events Manager and Events Finance Officer to pass to HR and payroll as required
- 4) To ensure all agency time sheets are recorded correctly and sent to the agency in a timely manner
- 5) To keep current with themes and practices in the catering industry and to recommend changes to improve the Middle Temple product as appropriate
- 6) To attend all meetings as required
- 7) Responsible for informing the Events Manager of the availability of adequate stocks of waiting staff uniforms, including the ordering of and production of staff name badges

**General:**

- 1) Equipment Maintenance:  
The Events Supervisor is the first point of call for any member of staff to report equipment maintenance issues to report required repairs and maintenance issues to the relevant company and/or department.
- 2) To be responsible for the Bench gowns. In terms of correctly assigning gowns for particular events, storage and up keep of the gowns
- 3) To ensure that all stock is stored in a manner that ensures their safety and security

**Important**

This job description reflects the current situation. It does not preclude change or development that might be required in the future. The list of duties is not exhaustive. The position of a duty on the list is not necessarily indicative of its importance.



**PERSONAL SPECIFICATION**

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• A Level or equivalent standard</li> </ul>	<p>Membership of a professional body such as the Institute of Hospitality</p> <p>University/College degree in a related discipline</p> <p>WSET 2</p>
<b>Background /Experience</b>	<ul style="list-style-type: none"> <li>• Solid background in the Events industry with a proven track record of operational planning and supervising events from inception to completion.</li> <li>• Experience in a high volume, high quality establishment such as a high-end hotel, members club or similar</li> <li>• Thorough knowledge of creating excellent customer experiences with the ability to make this happen for each and every event.</li> <li>• A good knowledge of current trends in the Events industry</li> </ul>	<p>Previous experience in a Unique Venue of London/4 or 5 star hotel</p>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Customer focused with an attention to fine details</li> <li>• Ability to spot problems and troubleshoot quickly and efficiently</li> <li>• Good communication skills, written and verbal</li> <li>• Ability to work to work under considerable pressure and work to immovable deadlines</li> <li>• Efficient in using Microsoft office and computer applications</li> </ul>	
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Highly customer service-orientated and delivery focused</li> <li>• Ability to deal with people at all levels of the business as well as VIP customers</li> <li>• Methodical and highly organised</li> <li>• Calm under pressure, patient and measured</li> <li>• Collaborative, co-operative and able to make and sustain positive relationships with colleagues at management and other levels</li> <li>• Able to win trust and respect of colleagues</li> <li>• Ability to work irregular hours and weekends as the job demands</li> </ul>	