



Events Manager

The Honourable Society of the Middle Temple - City of London

C. £30,000 dependent on experience, plus excellent benefits

Looking for a role in events where you don't work Christmas or New Years? A role that doesn't require major hours for Valentines, Mother's or Father's Day?

The Honourable Society of the Middle Temple is seeking an experienced and established Events professional to join its 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 Events Department provides lunch Mondays to Fridays to members of the Inn and pre-booked groups in its 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 Executive Chef & Events Operations Manager and existing Events team to deliver the highest quality service to our members and guests and will be responsible for the full operational supervision of your assigned evening and weekend events. You will be expected to provide assistance to lunch/day events team on occasions when no evening events are taking place. You will also be responsible for client tastings, ensuring rooms are prepared for service, ensure that on arrival 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 and 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 Isabel Corr at: recruitment@middletemple.org.uk .

The closing date for receipt of applications is **Sunday 14 July 2019**.



JOB DESCRIPTION

Job Title:	Events Manager
Department:	Events and Catering Department
Reporting to:	Executive Chef & Events Operations Manager
Responsible for:	Ensuring that all events, private banqueting and weekend events run smoothly and effectively, with special responsibility for booking temporary event staff.
Location:	Middle Temple Hall London EC4Y 9AT
Tenure:	Permanent
Hours:	40 hour week over a Monday to Sunday rota.
Job Purpose:	<p>This role will work closely with the Executive Chef & Operations Manager, and other event management staff, to ensure we deliver exceptional, high-quality front of house services to all our events.</p> <p>The role-holder will be accountable for creating a platform for financial growth through cost control, and first class customer service.</p>

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 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.

About the Events Department

The Events Department provides a Monday to Friday lunch service for members of the Inn and pre-booked groups in Hall. Additionally, the department is also responsible for delivering exceptional events both to its internal customers (members) by way of qualifying sessions which are usually lectures followed by a dinner, and to external customers for private events.

The Inn is looking at growing its business, particularly exploring fine dining private events, weddings and corporate meetings. The role holder will be involved in working with the team to develop these events, and drive the business forward by exploring other event opportunities.



Responsibilities:

Overview

1. Full operational management of all events including afternoon committee meetings and any other new services. Provide assistance to lunch/day events as required.
2. Assisting with client tastings ensuring the customer sees the very best of Middle Temple, a premium venue and service.
3. Responsible for training and sharing knowledge amongst the Front of House (FOH) teams, and temporary staff. Ensuring staff are fully knowledgeable in regards to the venue and products on offer.
4. Book all Front of House temporary staff for shifts/events for all events, ensuring they meet the particular function requirements, and client expectations.
5. Monitor payroll and other costs, such as taxis.
6. Responsible for staff training, and quarterly staff meetings.
7. Ensuring staff overtime, and temporary staff spend, are appropriately accounted for and controlled.
8. Managing the event team at a function to deliver a high-quality service, in line with Middle Temple's standards by establishing and maintaining a committed, engaged team.
9. Oversee, ordering, monitoring and recording of stock levels of both bench and banqueting wines, which may include actively managing the operations of wine tastings.
10. Attend the Wine Sub-committee, planning the meeting, the agenda, taking minutes, being an active part of the committee and wine selection process (including arranging tastings for the committee).
11. Ordering and management of Bench wine stock, onsite and offsite cellars.
12. Work with the Membership Department, in the selection of Bench wine for QS and ODF Events.

Collaborative working

13. Work with the fellow Events Supervisors, Sales Team, and the Executive Chef & Events Operations Manager to devise strategies to improve existing offerings, and expand these where possible.



14. Liaise with the Kitchen, Kitchen Porters, Front of House, Security and Estates Team in the planning and delivery of events.

15. Assist the team in the creation of new menus for events, and matching these to wines.

Food safety

16. Accountable for COSHH, Food Safety, H&S, legal regulations, environmental policies and duty of care to customers and colleagues.

Financial

17. Ensuring all financial paperwork, spreadsheets and records are kept fully up-to-date at all times.

18. Ensure the correct recording of staff hours (including overtime) are made available for the Finance Department

19. Actively assist in managing event overheads, suggesting ways of reducing costs, and maximising efficiency.

20. Make purchase recommendations to the Executive Chef & Events Operations Manager.

PERSONAL SPECIFICATION

	Essential	Desirable
Qualifications	A-Level or equivalent standard WSET Level 2	University/College degree in a related discipline. Membership of a professional body such as the Institute of Hospitality. WSET Level 3
Background /Experience	Previous managerial experience in a similar role Proven track record in planning and operations of events at all stages. A broad knowledge of current trends in the catering & hospitality industry. Experience in high volume and high quality establishment	Previous experience in a Unique Venue of London/4 or 5 star hotels. Or contract catering blue chip B&I site. Good knowledge of wines and current trends.



Skills	<p>Good communication skills with the ability to communicate effectively with people of all levels.</p> <p>A firm grasp of basic financial accounting practices.</p> <p>Good problem solving skills.</p> <p>Ability to work to deadlines.</p> <p>Computer literate in Microsoft Windows applications.</p>	
Personal Qualities	<p>A passion for service: warm friendly and genuine with the ability to lead, inspire and motivate a team with fairness and empathy. Able to create and implement economically sustainable solutions to the benefit of Middle Temple.</p> <p>A performance driven approach: creates a culture of results within a high pressured environment through the creation of a strong sense of team spirit, instilling a hunger to be part of a winning team. Anticipates and takes advantage of internal and external factors, for the long term commercial benefit for Middle Temple. Methodical and highly organised.</p> <p>Takes the Initiative: takes ownership, is committed to achieving growth by creating a culture of innovation, commitment and dynamism. Has courage to promote and foster independent decision making throughout the team.</p> <p>Team player and role model: Calm under pressure, patient, well presented at all times and measured. Able to listen with empathy enabling impartial judgment, quickly establish trust and rapport. Being an exemplary role model, delivering client and customer satisfaction and compliance through delivering operational excellence within your team. Aware of their responsibilities for Health & Safety of themselves and others. High professional and ethical standards.</p>	

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.