



## **Assistant Events Manager (Events Department)**

### **The Honourable Society of the Middle Temple - City of London**

#### **Salary range £30-35k plus excellent benefits**

The Honourable Society of the Middle Temple is seeking an experienced and established Events Manager 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 Events Manager and existing Events team to deliver the highest quality service to our members and guests and will be responsible for the full operational management of all evening and weekend events and will be expected to provide assistance to lunch/day events team on occasions when no evening events are taking place. You also be responsible for client tastings, training and sharing knowledge amongst the FOH teams and temporary staff, booking of all FOH temporary staff, ensuring costs of staff are appropriately accounted for and controlled, and assist in the selection, ordering, monitoring and recording of stock levels of wines.

Substantial 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. Experience of budgeting and cost analysis is also preferable. 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.

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 Lisa O'Daly at: [recruitment@middletemple.org.uk](mailto:recruitment@middletemple.org.uk).

The closing date for receipt of applications is **Sunday, 30 November 2014**.



## **JOB DESCRIPTION**

<b>Job Title:</b>	Assistant Events Manager
<b>Department:</b>	Events Department
<b>Reporting to:</b>	Events Manager
<b>Responsible for:</b>	Ensuring that all evening, private banqueting and weekend events run smoothly and effectively.
<b>Location:</b>	Middle Temple Hall London EC4Y 9AT
<b>Tenure:</b>	Permanent
<b>Hours:</b>	40 hour week over a Monday to Sunday rota.
<b>Job Purpose:</b>	<p>This role will work closely with the Events Manager to ensure we deliver exceptional high quality front of house services to all our evening and weekend 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 and particularly exploring fine dining private events. The role holder will be involved in preparing a cost analysis of the validity of these two new service areas and presenting the findings to the Director of Membership and Development.

## **Responsibilities:**

### *Overview*

1. Full operational management of all evening and weekend events including afternoon committee meetings and any other new services. Provide assistance to lunch/day events team on occasions when no evening events are taking place.
2. Responsible for client tastings (normally held afternoons, Monday to Friday but varying depending on client need) ensuring the customer sees the very best side of Middle Temple and has an excellent consultation with us.
3. Responsible for training and sharing knowledge amongst the FOH teams and temporary staff so that they are fully knowledgeable about the products on offer.
4. Responsible for booking of all FOH temporary staff for the shifts, ensuring that these staff meet the requirement for the function and that this is in line with the client expectation. Ensuring costs of staff overtime and temporary spend are appropriately accounted for and controlled.
5. Responsible for managing a team to deliver great quality service in line with business objectives and Middle Temple standards to achieve and maximise set targets. Establishing and maintaining a committed and engaged team.
6. Assist in the selection, ordering, monitoring and recording of stock levels of both bench and banqueting wines including actively managing the operations of wine tastings.

### *Collaborative working*

7. Work with the Sales & Marketing team and the Events manager to devise strategies to improve on our existing offerings and expand these where possible.
8. Liaise with the kitchen where necessary in the planning and delivery of events.
9. Assist in the creation of new menus for Events and matching these to wines.

### *Food safety*

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

### *Financial*

11. Reporting on performance against plans and targets. Ensuring all financial paperwork, spreadsheets and records are kept fully up to date at all times.
12. Ensure the correct recording of staff hours (including overtime) are made available for the Finance Department
13. Actively assist in managing event overheads and devise ways of reducing costs and maximising efficiency. Make purchase recommendations to the Events Manager

## PERSONAL SPECIFICATION

	Essential	Desirable
<b>Qualifications</b>	A-Level or equivalent standard	University/College degree in a related discipline.  Membership of a professional body such as the Institute of Hospitality.
<b>Background /Experience</b>	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.	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.
<b>Skills</b>	Good communication skills with the ability to communicate effectively with people of all levels.  A firm grasp of basic financial accounting practices.  Good problem solving skills.  Ability to work to deadlines.  Computer literate in Microsoft Windows applications.	
<b>Personal Qualities</b>	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.  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.  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.	

<b>Personal Qualities (Continued)</b>	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.	
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### **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.

### **I have read and agreed this job description:**

NAME (PRINT): .....

SIGNATURE: .....

LINE MANAGER (PRINT): .....

LINE MANAGER SIGNATURE: .....