



EVENTS AND SALES COORDINATOR

Responsible to: Venue Manager | **Contract:** Part Time, 18.75 hrs p/week | **Salary Band:** £20-25k dependant on experience

ABOUT THE ROLE

Generate and handle booking enquiries, events correspondence and event delivery at Central Hall. Working with the Venue Manager and wider team/sessional staff to successfully enable venue-hire events, particularly weddings and summer festivals.

AREAS OF RESPONSIBILITY

- Appropriately market Central Hall to predominantly attract Wedding Bookings alongside some conferences and concerts as required.
- Oversee the bookings process using software and processes in place. Including, but not exhaustive; taking event enquiries, generating proposals and event briefs.
- Provide excellent event support for clients using Central Hall for their event, liaising with them from start to finish ensuring their satisfaction and successful event execution.
- Support the venue team with other administrative tasks including; invoicing and debt collection, taking deliveries and ordering supplies.
- Participate as a Central Church Staff Member, attending Staff Meeting, Devotions, and other training and gathering points as required by the Venue Manager and as venue use allows.
- Carry out any other tasks as directed by the Venue Manager to support the operation of the Venue.

This job specification will be subject to periodic review and possible amendment or modification, after consultation with the post holder in order to meet the changing needs of the Church.

The role 'Venue and Events Assistant' will bring with it relevant training and support, which will upskill the post holder and provide effective Career Development.

PERSON SPECIFICATION

Gifts and Abilities

The jobholder should:

- Have excellent verbal and written communication skills.
- Be a good planner, meticulous and well organised.
- Be able to comfortably manage an event from beginning to end.
- Be calm under pressure
- Be a balanced negotiator

Knowledge

centralchurch.co.uk

Central Hall, 2 West Tollcross, Edinburgh, EH3 9BP
hello@centralchurch.co.uk | 0131447 9787

Central are a charity registered in Scotland – SC005871



The jobholder should have knowledge of:

- Comfortably working with a range of software's such as: Microsoft, Google, Event Management platforms (e.g. Priava), Trello, Slack.
- Basic sales and marketing techniques

Experience

The jobholder should have experience of:

- Customer service
- Sales and marketing
- Event Coordination (private or public)
- Working in an environment that requires a high standard of planning and administration

MAIN TERMS AND CONDITIONS

Hours: The post is part-time time, 18.75hrs per week, to include weekend and evening working as required.

Salary: £20-25k Depending on experience

Holidays: 25 working days per annum (plus public holidays)

CRB: This appointment is subject to the candidate obtaining an Enhanced Disclosure.

Occupational Requirement: The post has an occupational requirement for the post holder to be a Christian and to become a worshipping member of Central Church.