



Job Description: Sodexo Live!

Function:	Event Coordinator, Heritage Portfolio London
Position:	60096171
Job holder:	NA
Date (in job since):	NA
Immediate manager (N+1 Job title and name):	Head of Events
Additional reporting line to:	Dotted line GM
Position location:	Heritage Portfolio Events, Sodexo Office, Royal Academy of Arts Piccadilly, London, W1J 0BD

1. Purpose of the Job – State concisely the aim of the job.

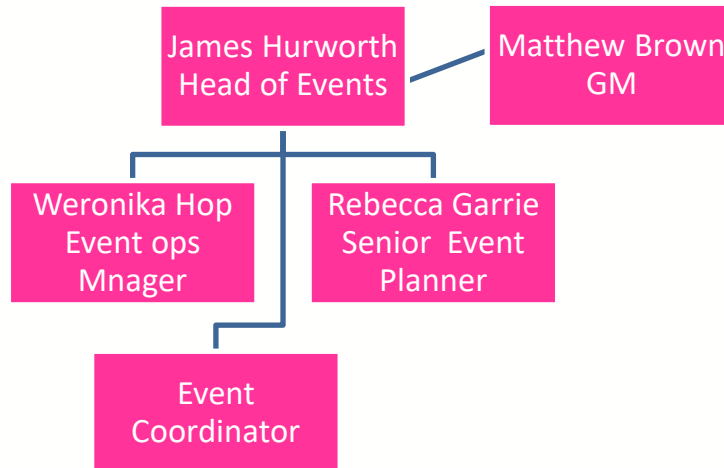
Act as the primary point of contact for internal clients, vendors, and Sodexo/Heritage Portfolio stakeholders.

Coordinating, delivering and administering internal client events and logistics at The Royal Academy of Arts and supporting other associated event tasks and projects.

2. Dimensions – Point out the main figures / indicators to give some insight on the “volumes” managed by the position and/or the activity of the Department.

- Day to day client relationships and prompt delivery to manage expectations. Punctuality and anticipation are key.

3. Organization chart – Indicate schematically the position of the job within the organization. It is sufficient to indicate one hierarchical level above (including possible functional boss) and, if applicable, one below the position. In the horizontal direction, the other jobs reporting to the same superior should be indicated.



4. Context and main issues – Describe the most difficult types of problems the jobholder has to face (internal or external to Sodexo) and/or the regulations, guidelines, practices that are to be adhered to.

Some short lead times; balancing priorities; learning company processes and systems.

- **5. Main assignments** – Indicate the main activities / duties to be conducted in the job.

Plan, coordinate, and deliver internal events in collaboration with Academy teams, ensuring high-quality execution and guest satisfaction.

Act as the primary point of contact for internal clients, vendors, and Sodexo/Heritage Portfolio stakeholders.

Provide catering services for internal meetings, including drop-off setups and post-meeting clearances.

Coordinate and deliver associated, storage, event preparation,
Coordinate and administer associated event budgets, monitor spend, and complete financial reconciliation in coordination with the finance team.

Oversee event logistics such as catering, back of house logistics staffing, F&B equipment, venue setup, orders, deliveries and health & safety compliance.

Input event details and schedules into systems to keep all informed and aligned.

Organize and maintain a flexible, self-managed rota; standard workweek is Tuesday to Saturday, with occasional Sundays and Mondays.

Support café operations during quieter event periods, assisting with service and stock.

Conduct post-event reporting and contribute to continuous service improvement.

Keep accurate record of events in the designated folders of the shared drive

6. Accountabilities – Give the 3 to 5 key outputs of the position vis-à-vis the organization; they should focus on end results, not duties or activities.

Tools & Systems:

Thynk (event management software)
 Microsoft Teams (event communication and coordination)
 Microsoft Excel (budgeting, schedules, invoicing)
 Microsoft PowerPoint (presentations, reports)

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7. Person Specification – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively

- Dynamic
- Food and beverage experience and trained
- Strong attention to detail
- Excellent time management and organisational skills
- Event and catering coordination
- Budget tracking and reconciliation
- Internal meeting support (drop-off & clearance)
- Cross-functional collaboration and communication
- Operational flexibility and multitasking
- Self-scheduling and proactive problem-solving
- Proven experience in event coordination, preferably within a hospitality environment
- Excellent organizational and multitasking skills
- Strong verbal and written communication abilities
- Proficiency in Microsoft Office and event management software
- Ability to work under pressure and manage last-minute changes with poise
- A customer-first attitude and commitment to delivering outstanding service
- Flexibility to work evenings, weekends, and public holidays as required

8. Management Approval – To be completed by document owner

Version	1	Date	10.08.26
Document Owner			

9. Employee Approval – To be completed by employee

Employee Name		Date	