

Function:	Ascot
Position:	Project and Assistant Events Manager
Job holder:	n/a
Date (in job since):	n/a
Immediate manager (N+1 Job title and name):	Catering Services Director
Additional reporting line to:	n/a
Position location:	Ascot

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

The position of Projects and Assistant Events Manager is crucial in supporting the planning, execution, and management of various projects and events. The purpose is to ensure that projects and events run smoothly, meet their objectives, and are completed on time and within budget.

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.

Support the Catering Services Director with the management of the Critical Path Analysis (CPA) for Royal Ascot ensuring all departments are aligned with their tasks, timelines, and inter-dependencies.

Oversee the development, coordination and approval of CAD plans for all temporary structures associated with Royal Ascot, ensuring layouts meet operational, stakeholder and regulatory requirements.

Manage the delivery of the Royal Enclosure during Royal Ascot ensuring that customer service is at the forefront of all areas.

Project manage the delivery of The Open Golf Championship, overseeing the Critical Path Analysis (CPA) to ensure all workstreams remain on track. Lead planning meetings, monitor project milestones, track progress against agreed timelines, coordinate cross-functional teams and stakeholders, and proactively manage risks, issues and dependencies to ensure the successful delivery of the event.

Act as the primary liaison between internal departments, clients, suppliers and key stakeholders, ensuring effective communication and alignment throughout the event lifecycle.

Client Engagement:

- Build and maintain strong relationships with clients and stakeholders; ensure clear communication and manage expectations throughout the event lifecycle.
- Conduct pre-event meetings with clients to understand their needs and objectives; provide expert recommendations and solutions.

Event Planning & Coordination



- Lead the planning and execution of The Open Golf and other assigned projects, ensuring alignment with client objectives, operational requirements and commercial goals.
- Collaborate with internal teams and external suppliers to deliver all event-related services in line with agreed timelines and budgets.

On-site Management

- Lead on-site event operations, ensuring events are delivered to the highest standards, with a focus on client satisfaction, operational excellence and service delivery.

Post-Event Evaluation

- Conduct post-event evaluations to assess event success, gather client feedback, and identify areas for improvement.
- Prepare comprehensive reports for stakeholders that include insights and recommendations for future events.

1711 Projects – support the CSD in any other 1711 projects (not technical)

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.

Catering
Services
Director Ascot

Project/Events
Manager

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

- Proactive and Results-Oriented:
 - Strong ability to take initiative and drive results in a fast-paced environment.
 - Commitment to continuous improvement and professional development.
- Adaptable and Resilient:
 - Ability to adapt to changing priorities and maintain composure under pressure.
 - Strong problem-solving skills and the ability to think strategically.
- Stakeholder management
 - Ability to interpret and deliver stakeholder requirements
 - Adept at managing multiple stakeholders at any one time

9. Management Approval – To be completed by document owner

Version	2	Date	July 2026
Document Owner			

10. Employee Approval – To be completed by employee

Employee Name		Date	
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