

Job Description:   
Event Manager

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| Function: | | | | Peyton Events | | | | | | | | |
| Position: | | | | Event Sales Manager | | | | | | | | |
| Job holder: | | | |  | | | | | | | | |
| Date (in job since): | | | |  | | | | | | | | |
| Immediate manager  (N+1 Job title and name): | | | | Head of Events and Business Development – Fiona Macdonald | | | | | | | | |
| Additional reporting line to: | | | | None | | | | | | | | |
| Position location: | | | | National Gallery London | | | | | | | | |
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| 1. Purpose of the Job – State concisely the aim of the job. | | | | | | | | | | | | |
| To work with the Head of Events, Head Chef and wider events team to develop and maintain all aspects of the Peyton Events offer, ensuring we remain at the forefront of the industry and lead with innovation and brand relevance.  Through client and supplier engagement this role is responsible for the professional, creative and innovative delivery of Peyton Events across multiple sites. The role requires a strong leader who can adapt to a wide range of fast paced catering environments. All events must be delivered with the Peyton brand in mind, efficiently and on budget. | | | | | | | | | | | | |
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| 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. | | | | | | | | | | | | |
| Revenue FY13: | Target Sales £1m | | EBIT growth: | |  | Growth type: | n/a | Outsourcing rate: | n/a | Region Workforce | tbc | |
| EBIT margin: | | tbc |
| Net income growth: | | tbc | Outsourcing growth rate: | n/a | HR in Region | tbc | |
| Cash conversion: | | tbc |
| Characteristics | | * Leader - Yes * Creative - Yes * Inclusive - Yes * Coach – NA | | | | | | | | | | |

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| 3. Organisation chart – Indicate schematically the position of the job within the organisation. 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. |
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| **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. |
| * Health & Safety * Creativity and Innovation * Service standards and expectation * Financial accounting |

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| 5. Main assignments – Indicate the main activities / duties to be conducted in the job. |
| Financial Performance – To maximise profitability  • Ensuring accurate forecasting across all aspects of the business  • Ensuring Head of has up-to-date financial information pre and post event  • Managing costs to optimise profit conversion and deliver the plan  • Following company control procedures  • Controlling costs without compromising standards  Managing Brand Standards – To ensure Brand Standards are consistently delivered throughout the group  • Maintaining the service and product delivery in line with Brand Standards  • Having detailed knowledge of Brand Standards  • Being able to explain the Standards to the team  • Assessing staff performance against Standard  • Monitoring Standards through regular Brand Standards Review checks  • Developing action plans with Head to address shortfalls in Standards  • Implementing and following through improvements identified  Managing a Team – To provide and communicate clear direction to a team  • Understanding the aims of the Company and communicating aims to an events team  • Representing the needs of the team to others in the Company  • Getting members of a team to work co-operatively with others  Ensure team has a clear and full brief of event scope and client requirements  Managing Health & Safety – To ensure the health, safety and wellbeing of clients and all staff  • Understanding relevant Environmental, H&S and other relevant legislation and the implications on the operation of the department  • Communicating to a team their responsibilities within these legal requirements  • Ensuring that safe and healthy working practices are implemented at all times  Service Client & Guest Care  • Develop and maintain relationships with suppliers, ensuring Peyton Events are always meeting events standard at the most competitive cost  • Lead all staff and a temporary team through the entire event from briefing with sales manager and Head of Events through to a quick and efficient pack down  • Assist with developing proposals for large scale and complicated events, ensuring all elements of quotation are deliverable  • Ensure you have positive client contact throughout the event day, being the first point of call for the client throughout the event.  • Assist the Head of Events and business development with the operational aspects of quotation and event planning to ensure that a high standard of service is met on every event |
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| 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. |
| * People Development/Management * Financial management and being commercially aware * Customer Focus at all times |

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| 7. Person Specification – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively |
| * Proven experience in managing and leading a team * Experience of events within large scale venues * Good interpersonal skills which enable him/her to work effectively in a team and relate well to customers. * Flexibility and can perform well under pressure. * Demonstrative customer focus and service skills * Excellent organizational skills and the ability to prioritise work load and manage time. * A calm and accepting view to change and the ability to react to this quickly and efficiantly * Computer literacy in work processing, spread sheets and database programmers and show willingness to learn new systems * The ability to think commercially but be sympathetic to the restrictions on national buildings and working within these guidelines |

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| 8. Competencies – Indicate which of the Sodexo core competencies and any professional competencies that the role requires |
| |  |  | | --- | --- | | * Growth, Client & Customer Satisfaction / Quality of Services provided - YES | * Leadership & People Management – Yes although not directly managing any members of staff. yes | | * Rigorous management of results – Yes | * Innovation and Change - Yes | | * Brand Notoriety - Yes | * Business Consulting - NA | | * Commercial Awareness - Yes | * Compliance Standards - Yes | | * Employee Engagement - Yes |  | | * Learning & Development - Yes |  | |

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| 9. Management Approval – To be completed by document owner |
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| 10. Employee Approval – To be completed by employee |
| |  |  |  |  | | --- | --- | --- | --- | | Employee Name |  | Date |  | |