



Events Manager

JOB TITLE:	Events & Diary Manager
RESPONSIBLE TO:	PA to the Dean (Head of Administrative Services)
KEY INTERNAL RELATIONSHIPS:	Head of Comms & Marketing, Head of Facilities, Clergy Team
SALARY:	£22,000 per annum (PRO RATA)
PENSION:	Subject to meeting the relevant criteria you will be enrolled in the Cathedral's Pension Scheme with 8% employer contributions.
HOURS:	30 hours per week. There is an expectation that these hours will be worked flexibly (by agreement) to meet the changing needs of the Cathedral diary, including evening and weekend work.
HOLIDAYS:	28 days (PRO RATA) plus bank holidays

We are looking for an Events and Diary Manager to join our expanding team at Birmingham Cathedral. This is a pivotal role for the post-holder taking responsibility for the planning of events and special services and controlling the Cathedral diary, ensuring all events and services fit well alongside the primary function of worship in the Cathedral.

The successful applicant will be excited about bringing their experience in events and/or diary management into the unique context of Birmingham Cathedral. You will possess the sensitivity and professionalism to ensure that all cathedral bookings, internal or external, regardless of revenue potential, are treated with equal care, reflecting the desire for the Cathedral to be a welcoming space for all.

Detailed Job Description:

- To coordinate the planning of events and special services (including concerts, lectures, exhibitions etc) with other departments within the Cathedral, acting as the main point of contact for external clients.
- Work to an agreed financial target for commercial revenue by networking and building relationships with local businesses and clients.
- Manage the administration of all bookings from initial enquiry through to fulfilment of the event, including all liaison with clients and negotiation internally and externally before, during and after the booking.
- Diary Management (electronic and paper based) – including entering and amending bookings, accuracy checks for existing bookings, avoid double bookings and clashes, and work in close collaboration with all departments on future schedules and bookings.
- Explore all additional revenue streams (catering, merchandise etc) throughout the booking process.
- Arrange and conduct inspection visits for potential clients, advising and liaising with appropriate departments on requirements.
- Propose full and accurate quotations, negotiating rates when required.
- Ensure full post-event feedback is secured, and maintain communication channels with a view to developing long term relationships.
- Work in close collaboration with the Head of Facilities and Facilities Team to help maximise efficient use of the Cathedral, ensuring that commercial activities can be coordinated around the primary function of worship.
- Work closely with the Head of Comms and Marketing to ensure information on special services and events is available digitally.
- Prepare seating plans, tickets, seating labels, invitations and guest lists as required for all events.
- Work with the wider Cathedral team (staff, volunteers and congregation) to ensure the fulfilment of Chapter's strategy and vision
- Any other reasonable duties and responsibilities as may be required by Chapter.

Person Specification:

- Exceptional Communication skills, together with a confident and mature approach
- Must be self-motivated whilst understanding the importance of working as part of a team.
- Sympathetic towards and supportive of the mission and values of the Cathedral
- Experience of managing bookings, handling a complex diary and delivering successful events
- Experience of working to tight deadlines and schedules, and the ability to be responsive
- High level of competency in administrative tasks, with an ordered approach and the ability to deal efficiently with paperwork, correspondence and filing.
- The ability to establish and maintain good working relationships with a range of people, including cathedral colleagues and external organisations.
- Comprehensive IT skills
- Willingness to work flexibly, including evenings, weekends and public holidays as required.
- Experience of working towards, and delivering against an agreed financial target.

We are an equal opportunities employer. We welcome applications from all suitably qualified persons. However, as those from minority ethnic groups are currently under-represented in our staff team, we would particularly welcome applications from those groups.

Deadline for Applications: **Friday 21st December 2018**

Interviews will be held at our offices at ONE Colmore Row on **Date in January TBC**

Please send your completed application form to: recruitment@birminghamcathedral.com