



## Job Description for **Events Manager** at The Real Junk Food Project Leicester C.I.C.

To organise the production of fund raising events from conception through to completion. Events can include:

- exhibitions;
- festivals;
- conferences;
- fundraising and social events.
- private catering jobs.

This position is offered as a zero hours contract, and hours will be generated by the amount of events organised.

### **Tasks and Responsibilities:**

- Research markets to identify opportunities for events.
- Liaising with clients to ascertain their precise event requirements, providing quotes for private jobs.
- Produce proposals for events (e.g. timelines, venues, no. of attendees, type of catering, estimated revenue etc)
- Schedule events on calendar and notify Operations Manager when booking complete.
- Lead the running of the event/catering job - organising a team, arranging equipment, delivering food, arranging food prep cooking and storage etc.
- Promote the event - liaise with local press to promote the event, organise posters etc, use social media.
- Contact Operations Manager for support when required.

### **Skills/Qualifications/Equipment Required**

- Excellent communication skills - verbal, writing and proof reading
- Excellent organisational skills and attention to detail
- Ability to manage multiple projects and with little supervision
- Excellent interpersonal skills both in person and by phone
- High level of computer literacy.
- Candidate should have reliable access to the Internet on a regular basis. Will be required to use his or her own computer and phone with regular access to both devices.
- Level 2 Food Safety and Hygiene Certificate would be beneficial, but this can be arranged before position commences.

## **Line Manager**

This role reports directly to Operations Manager.

## **Times, Commitment and Pay**

The candidate will be on a zero hours contract so the amount of time spent each week will vary and will be relative to the income generated. The cost of wages for each job should not exceed 50% of the revenue generated and this will need to be considered when quoting for jobs. The candidate should expect to spend 1-8 paid hours a week on the role but sometimes more as and when required. Paid time should be agreed with line manager in advance of any hours being worked. TRJFP Leicester's standard pay rate of

£8.55 per hour including rolled up holiday pay applies.

## **Training and Induction**

Upon receipt of application, each candidate will be given a telephone interview. Based on the results of the interview the candidate will meet with the Operations Manager and the selected candidate, if they accept the role, will then be given a selection of induction dates to choose from. This will include an introduction to TRJFP and our environmental mission, a walk around the premises, overview of other roles, processes and health and safety information and requirements.

Any qualification certificates required for the role must be presented before work commences. Future training will be discussed in one to one meetings and recorded on a personal progress and development plan.

## **Support and Progress**

The successful Candidate will start a 4 week trial period upon acceptance of the role based on at least one working day a week. The trial period will be extended for less frequent attendance. Upon successful completion of the trial period the candidate will meet with their supervisor to discuss the results and create a development plan. From then on the candidate will

have a one to one progress meeting with their supervisor every month for 3 months, and then every 3 months.

## **Expenses**

We reimburse volunteers for any pre-agreed expenditures relating to the Project providing that an itemised receipt is provided prior to reimbursement. We will provide any tools, materials and equipment required for the role unless otherwise stated in the job description.

## **To Apply**

Applicants should send their CV and covering letter by email to [operations@realjunkfoodleicester.org](mailto:operations@realjunkfoodleicester.org) by end of Thursday 17 May 2018.

Telephone interviews will take place by arrangement over the following days.