



Job Description

Title:	Events Staff
Reporting to:	Deputy Chief Executive (DCE) Operations
Job Purpose:	Responsible for the set-up of rooms for medium to large Events to the highest professional standard exceeding Clients expectations and delivering an excellent Customer Experience

Key Responsibilities:

1. Responsible for the physical set up and presentation of rooms for medium to large events as directed by the Event Manifest and/or Operations team. This will include all items such as furniture, AV and PA equipment, heating etc.
2. Ensuring everything is in place and within the required time for the Client.
3. Responding to Clients needs in a timely and professional manner ensuring any issues are escalated where required to the DCE Operations.
4. As required, act as point of contact for Client at the event and respond to any needs in a timely and professional manner.
5. Work with the events team in maintaining a well-presented venue. This will include tasks such as cleaning.
6. Participate in any other RDS projects, events or activities as directed by the DCE Operations and/or other persons nominated by him.

Person Specification

Personal Attributes

- Hands on, practical person who can take instruction easily.
- Flexible and adaptable person, capable of meeting work demands and working to tight turnaround times.
- Self-reliant person who can operate independently, work on his/her own initiative but is also a good team player.
- Presentable and approachable person with a good manner and good customer service ethos.

Qualifications

- Manual handling training/certification.
- Safe pass certified.

Experience

- Previous experience of setting up for events preferable.
- Hoist experience advantageous.

Skills

- Fork Lift Licence.
- Good customer service skills.
- Clean, current driving licence.

Note: This role is event driven and will involve early starts/late finishes as well as evening and weekend work, on occasion at short notice.