



**JOB TITLE:**

Events Assistant

**LOCATED AT:**

Hestercombe Gardens, Cheddon Fitzpaine, Taunton

**RESPONSIBLE TO:**

Events Manager

**SPECIAL RELATIONSHIPS:**

Marketing & Communications Manager, Marketing & Communications Officer, Visitor Reception Manager

**TERMS OF EMPLOYMENT:**

Part-time, 22.5 hours (3 days) per week. This is an annualised role so hours worked may vary from month to month but the salary will be paid monthly in 12 equal instalments over the year. You will be expected to work occasional weekends, Bank Holidays and evenings throughout the year.

**SALARY:**

£18-20,000 pro rata dependent on experience

**PURPOSE OF THE JOB:**

To assist with the planning and delivery of a diverse events programme which engages key audiences, attracts new visitors to Hestercombe, drives footfall on-site and contributes to membership recruitment. Support the wider Marketing Team to deliver the marketing strategy by completing administrative tasks.

**PERSON SPECIFICATION:**

You'll play a key role in the planning of events so a creative mind is key. You will have experience of delivering inspiring visitor events and outstanding customer service. This is a hands-on role, particularly when we're setting-up and delivering events, so you need to be practical, have plenty of energy and be able to use your initiative when problems arise. Good communication and team working skills are essential as you'll liaise with every department on site.

## **ROLE SUMMARY**

1. Assist Events Manager in the development of an inspiring, year-round events programme, which engages key visitor audiences.
2. Assist the Events Manager in the planning, preparation and smooth delivery of events to create a fantastic visitor experience.
3. Support the Events Manager in the development of event plans, health & safety plans and risk assessments for all events.
4. Establish good relationships with key members of staff to ensure the smooth set-up and delivery of events.
5. Work effectively with event volunteers, supervising their activities when required.
6. At times act as the primary event contact, ensuring events run to plan, using your own initiative to problem solve when required.
7. Support wider marketing team with administrative tasks such as updating events listings on third party websites, making basic updates to Hestercombe's website and social media platforms, updating onsite posters and answering general telephone and email enquiries.
8. Support marketing team by briefing designers and printers with basic tasks e.g updating vouchers and getting reprints, gaining sign-off from relevant stakeholders and managers.
9. Use the Merac content management/EPOS system to sell tickets for events, manage bookings and update internal databases.
10. Take reasonable care for the health and safety of yourself and of others who may be affected by their acts or omissions at work. Carry out risk assessments as required.
11. Undertake other reasonable duties, which are compatible within the overall scope of this appointment.
12. In addition, all employees are expected to work within the terms of their contract of employment and adhere to Hestercombe Gardens Trust values and behaviours.