

JOB DESCRIPTION

Job title: Sales and Events Assistant

Job Purpose:

This role has been introduced to assist the Sales and Events Manager. The role will be mainly admin based although there may be times when operational needs must be met. This role is part time; 6 hours two days a week. Ideally Monday and Thursday.

Reports to: Sales and Events Manager

Responsible for: n/a

Department/Service

At GSU turnover is £1m through our not-for-profit commercial services. These provide services to students, staff and the local Greenwich population. We provide students at the University of Greenwich and their partner colleges with social spaces to study, make friends, and have fun.

Additionally, the profit generated through our varied income portfolio is invested back into the SU support services for students. We are a Living Wage Employer and a large employer of students putting money back in their pockets to support the cost of studying and living in London.

We have recently moved into the heart of the Old Royal Naval College campus and opened new 500 capacity venue called Lower Deck and a coffee shop called Change. The Sales and Events team is responsible for any additional income not raised through day to day operations within outlets.

1 Duties and key responsibilities

- To read, respond and follow through bookings from all students and faculty regarding Lower Deck enquiries. This includes invoices requests and payments.
- To read, respond and inform Sales and Events Manager with any external enquiries coming in for Media Sales, Atrium and other GSU spaces
- To be first contact for any external enquiries coming in regarding Lower Deck and inform Sales and Events Manager. This will also include assisting when needed on the delivery.
- To assist the Sales and Events Manager and Lower Deck team on the delivery of all late-night club events.

- Be responsible for creating and uploading engaging event content across the Lower Deck social media channels.
- Seek out new business opportunities for the GSU. Following targets set by Sales and Events Manager – including and not limited to – venue hire, sponsorship, advertising
- Track all Sales made via third party websites – tag venue, hire space etc.
- Keep track of student group sponsorship, making sure sponsorship groups are adhering to the signed agreement.
- Shadow Sales and Events Manager on important sales and meetings.

2 General responsibilities

- Represent and be an ambassador for Project
- Be flexible and carry out other associated duties as may arise, develop or be assigned in line with the broad remit of the position
- Maintain and improve competencies through continuous professional development
- Abide by organisational policies, codes of conduct and practices
- Support and promote diversity and equality of opportunity in the workplace
- Treat with confidentiality any personal, private or sensitive information about individual organisations and or clients or staff and Project data
- Any other duties commensurate with the accountabilities of the post

PERSON SPECIFICATION:

EXPERIENCE

- Relevant experience working with Office Programs
- Plan, deliver and evaluate programs and events.

SKILLS AND ABILITIES

- Clear communication skills face to face and on the phone or email.
- Writing skills – produce reports and ability to write succinct documents on complex areas.
- IT skills at a level that supports report writing, email, internet and database.
- Time management and organisational skills.
- Self-motivated with the confidence to work alone but can also work co-operatively and flexibly as part of a team.
- Ability to stay focused and efficient in the face of changing priorities.

EDUCATION/TRAINING

- No one specific qualification is required, but evidence of recent continuing professional development in a professional area relevant to the post is



required. For example: Events Management.

PERSONAL ATTRIBUTES AND OTHER REQUIREMENTS

- Able to work some evenings and weekends
- Works well in a team with a flexible approach to work
- Commitment to anti-discriminatory practice and equal opportunities. An ability to apply awareness of diversity issues to all areas of work
- Commitment to the values and ethos of the Organisation
- Highly professional attitude and work ethic
- Innovative and forward-thinking approach to continued improvement
- Ability to work within Vision, Values and environment of the Students' Union

Conditions:

Contract	Zero Hours
Hours	Aim for 12 hours a week over two days
Salary	£8.21 p/h plus 12.07% holiday pay
Probation	2 months – 1-week notice period in this time
Notice Period	1 month after successful completion probation