



BECKENHAM PLACE
MANSION

Job Description

Job title	Mansion Events Assistant - Short term contract
Reporting to	Mansion Events Manager
Start and End Date	From as early as May 2021. This is a short term contract which will be in line with our tenancy at the Mansion. This is a minimum of 6 months but we anticipate 12 months or more.
Contracted Time	40 working hours per week, exclusive of breaks. The building is open 7 days a week, occasionally until 2am. The nature of events work will include weekend work and late night hours to assist at weddings and parties. Time off in lieu will be given for extra hours worked. The job is based at The Mansion, Beckenham Place Park.
Pay and benefits	£18,000 - £20,000, 28 days inc. bank holidays paid annual leave and NEST pension scheme. Time off in lieu will be given for additional work days.

Overview	<p>Beckenham Place Mansion is known for bringing creative and community projects to this unique area within Lewisham Borough, South East London. We are growing our team, and are looking for someone to assist with the enquiries and events at the Mansion. These events range from small classes/workshops, markets and public ticketed events to private functions such as weddings and birthdays.</p> <p>This entry level role will be focussed on looking after all of our classes, workshops and developing this side of the business, whilst also assisting the rest of the team with larger events such as weddings and markets, alongside preparing the building for bookings and various administrative tasks.</p> <p>This role will be a mix desk and event based work, where you will have the opportunity to make your mark within a small team at this growing community space.</p>
Key Responsibilities	<ul style="list-style-type: none">● Assist with the large number of general enquiries we have coming into our booking system● Arrange viewings and meetings with interested clients, showing them the building and explaining what is and isn't possible with their booking● Manage and confirm hire fees, booking times, dates, requirements and maintain the bookings system● Collect necessary information from clients and arrange invoices and contracts, keeping abreast of payments to ensure all bookings are paid in full prior to arrival



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	<ul style="list-style-type: none"> ● Maintain and add listings to www.beckenhamplace.org 'whats on' page (training provided) ● Assisting the Events Manager with planning and the delivery of larger scale events such as weddings, markets and public facing events. This can include organising furniture, liaising with clients and suppliers on the day ● Actively research and develop the events programme both, public and private to increase bookings and sales ● As we are a small team, other daily tasks include (but are not limited to); collecting parcels, answering the main phone line, assisting tenants, maintaining toilets and arranging furniture prior to each booking
<p>Education & Experience</p>	<ul style="list-style-type: none"> ● Experience working in a customer focussed role ● Experience working in a hands on environment ● Experience organising and dealing with large amounts of information ● Experience of proofreading
<p>Required Person Specification and Key Skills</p>	<ul style="list-style-type: none"> ● Excellent management of emails and bookings ● Strong organisational skills ● Good use of initiative, forthcoming with ideas and improvements ● Ability to work independently and manage workload ● Excellent public facing and communication skills, including written English and telephone manner ● Enthusiasm for getting stuck in on live event days ● Good experience with Google's G Suite (GMail, Google Calendar, Google Drive, etc) (support can be provided) ● Understanding and experience with Social Media ● Flexibility in working hours - the building is open 7 days a week, often closing at 2am
<p>Additional Useful Skills</p>	<ul style="list-style-type: none"> ● Social media skills - our Marketing Manager occasionally needs support in the lead up to larger events. ● Basic graphic design skills - we often need posters, signage, information packs built using Adobe.
<p>People you will be working with</p>	<p>Mansion Manager, Events Manager, Mansion Supervisors, Marketing Manager, Accounts Team, Hospitality Manager and Catering/Cafe Chef</p>
<p>How to apply</p>	<p>Please submit the following to events@beckenhamplace.org;</p> <ul style="list-style-type: none"> ● Covering letter (1 page) ● CV ● Video, explaining why you'd like to work at BeckenhamPlace Mansion (max 2 minutes) - don't worry about the quality of the video(!), it's just so that we can get to know you a little more.