



Job Description - Mansion Event Planner - Maternity Cover

Job title	Mansion Event Planner - Maternity Cover
Reporting to	Mansion Manager
Start and End Date	From as early as 24th July 2023 until as late as 30th September 2024
Contracted Time	<p>37.5 working hours per week, exclusive of breaks.</p> <p>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, parties and markets. Time off in lieu will be given for extra hours worked. Being the Event Planner these shifts will predominantly be allocated to this position, however shifts are shared between the team.</p> <p>The job is based at The Mansion, Beckenham Place Park.</p>
Pay and benefits	<p>£26,500</p> <p>22 days annual leave, of which 2 are reserved for use between Christmas and New Year, plus Bank Holidays or the equivalent days in lie , sick leave and NEST pension scheme.</p> <p>Company outings & away days</p> <p>Discounts at company venues</p>

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 looking for someone to manage 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>Working within our small team, you will deliver a successful programme of commercial and community focused activities, with your focus being on weddings, parties, markets. You will also help to plan larger events, for instance the annual Beckenham Place Park Show, working alongside the Mansion Manager and the rest of the team.</p> <p>This role will be a mix of 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"> • Manage the large number of general enquiries we have coming into our inbox and ensure customers receive prompt responses. • Arrange viewings and meetings with prospective clients, showing them the building and explaining what is and isn't possible with their booking • Manage and confirm hire fees, booking times, dates and maintain the bookings system

	<ul style="list-style-type: none"> ● Ensure that bookings taken are appropriate for the nature of the building, and all clients are clear about their duties surrounding listed buildings, and how this might affect their plans. ● Ensure contracts are kept up to date with latest requirements, and the paperwork and terms are robust and appropriate for each booking ● Ensure bookings are delivered within legal requirements - fire safety report, wedding licence, premises licence etc. ● 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. ● Keeping abreast of payments to ensure all bookings are paid in full prior to arrival. ● Communicate with the Mansion Supervisors to ensure the events run smoothly on the day. ● Event management for larger scale events such as weddings, markets and public facing events. This can include organising furniture, liaising with clients on the day and ensuring the events are run smoothly and safely ● Booking and briefing contractors to ensure the smooth running of events - to include cleaners, security, traffic marshals etc. ● Liaising with the Hospitality Team to ensure details of events are communicated and agreed. ● 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 phone, assisting tenants, maintaining toilets and arranging furniture prior to each booking. ● Ensuring that event information is uploaded to the website. ● Occasionally assisting with the delivery of the summer weekly food market, 'Peckish'
Education & Experience	<ul style="list-style-type: none"> ● Experience working in events, especially weddings ● Excellent experience with dealing with large amounts of admin - email enquiries, documents, contracts and client information organisation. ● Excellent written English
Required Person Specification and Key Skills	<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) ● Flexibility in working hours: the building is open 7 days a week, often closing at 2am
Additional Useful Skills	<ul style="list-style-type: none"> ● Experience within hospitality and catering businesses ● Basic graphic design skills - we often need posters, signage, and information packs built using Adobe. ● Understanding and experience with Social Media

People you will be working with	Mansion Manager, Mansion Events Coordinator, Mansion Supervisors, Marketing Team, Accounts Team, Hospitality Manager and Bar/Cafe Team
How to apply	Please submit your covering letter, CV and availability/start date to events@beckenhamplace.org