



BECKENHAM PLACE
MANSION

Job Description

Job Title	Mansion Event Coordinator - Fixed Term Contract
Reporting to	Mansion Manager
Start and End Date	ASAP February 2024 - 6th September 2024
Contracted Time	<p>37.5 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, parties and markets. Time off in lieu will be given for extra hours worked.</p> <p>The job is based at The Mansion, Beckenham Place Park.</p>
Pay and Benefits	<p>£24,000 annual salary, paid monthly</p> <p>Pro Rata 22 days annual leave, of which 2 are reserved for use between Christmas and New Year, plus Bank Holidays or the equivalent days in lieu. Sick leave and NEST pension scheme.</p>

Overview	<p>Beckenham Place Mansion is known for bringing creative and community projects to this unique area within Lewisham Borough, South East London.</p> <p>Working within our small team, and alongside the Mansion Manager and Event Planner, you will help deliver a successful programme of commercial and community focused activities. Your principal focus will be on our varied schedule of weekly recurring bookings, whilst also supporting the team with larger scale events and private hires.</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">● Primary contact for all community class/workshop and one-off bookings including meetings and away-days.● Actively develop the class and workshop programme. Research opportunities to connect and collaborate with new community partners.● Manage and confirm hire fees, booking times, dates and maintain the bookings system. Ensure contracts are kept up to date with latest requirements.● Collaborate with the Marketing and Social Media Officer to define and create a new marketing and promotion process for regular client and specific one-off bookings.● Event lead on our summer weekly food market, 'Peckish'. Tasks include trader curation, event management and liaising with Lewisham Council.



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	<ul style="list-style-type: none"> ● Assist the Mansion Manager and Event Planner on the delivery of weddings and large private hire events. Event day responsibilities will include organising furniture, coordinating external suppliers, and communicating with clients. ● Support the Event Planner & Mansion Manager with viewings and site-visits when required. ● Responsible for a number of important administrative tasks linked to private hire bookings and large scale events. They will be defined and communicated as determined by the Mansion Manager & Event Planner. ● Regular liaison with the Accounts Team to ensure financial deadlines linked to invoicing and payment are agreed and completed efficiently. ● Support Mansion Manager with ad-hoc administrative tasks. These can include tenant communications, organising team meetings and organising contractors such as cleaners and security. ● 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
<p>Education & Experience</p>	<ul style="list-style-type: none"> ● A passion for events and customer service ● Experience with dealing with large amounts of email enquiries, documents and contracts.
<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 ● Knowledge of and connection to the surrounding area and SE London ● 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
<p>People You Will Be Working With</p>	<p>Manager Manager, Mansion Event Planner, Mansion Supervisors, Accounts Team, Hospitality Team and Marketing Team</p>
<p>How to Apply</p>	<p>Please submit your covering letter, CV and availability/start date to events@beckenhamplace.org</p>