

## **JOB DESCRIPTION**

Job Title: Events Team Supervisor

Hours of Work: Casual as and when required (no guaranteed hours) – Monday to Sunday including daytime, evenings, night work and bank/public holidays.

Rates of Pay: Minimum wage + 5%

The Cathedral Events Team Supervisor is responsible for taking care of the Cathedral buildings, furnishings and for being on duty for evening and weekend events when required. Also night time work will be required for the breakdown and setup of events. The Events Supervisor will ensure the Cathedral is fit for purpose for services, events, tourism and that all clients' requirements are dealt with in a friendly and professional manner.

### **Duties and Responsibilities:**

1. Be the point of contact for the Events Manager to assist in the delivery of all commercial activity
2. Oversee the operational event requirements as required, moving and laying out of furniture needed etc. Heavy items such as the Cathedral chairs are moved jointly by more than one staff member
3. Liaise with all third-party suppliers involved with the event, ensuring they are following the Cathedral's Health and Safety/Fire Evacuation Regulations
4. Leading the casual events team who are there to assist during an event and mentoring new members of the team
5. To hand out and check on return any Cathedral equipment required by the client (radio mics etc.)
6. To attend a meetings with the Events Manager about upcoming events and requirements
7. Liaise closely at all times with the clergy and consult as required
8. Maintain the cleanliness of the Cathedral and ensure all rubbish is removed from the event
9. Oversee the derig of supplier equipment
10. Ensure reasonable conduct is maintained in the Cathedral, and should untoward circumstances arise, must judge when it is appropriate to act, using tact, sensitivity and when necessary, firmness
11. Alarm and lock the Cathedral when all guests, clients and suppliers have left
12. Assist in the preparation of the Cathedral and Cathedral Centre for events such as exhibitions and concerts etc.

13. Undertake a broad range of cleaning duties, including sinks, kitchen and toilets, check and replenish toilet supplies, collect paper and rubbish and empty bins
14. Maintain all floors in a clean condition, waxing, polishing and buffing and vacuuming as and when required
15. Maintain all floors in a clean condition, waxing, polishing and buffing or vacuuming as and when required
16. Assist with approved messenger duties when required
17. Set up and break down of tables, chairs and other necessary furniture or equipment or room set up for special events
18. To ensure that the Cathedral and Cathedral Centre are always kept clean internally and externally including washing of outside steps and ramps.
19. Ensure that fire extinguishers, smoke detectors and emergency lights are maintained in working order
20. To provide a security role against vandalism and theft etc
21. Open and lock the Cathedral at the start of and end of each day
22. Work with all staff members to ensure all visitors to the Cathedral and the Cathedral Centre are properly welcomed
23. Compliance with Health and Safety policies and procedures including acting as fire warden.
24. Comply in all respects with the Safeguarding Trust policies of the Board and all other relevant policies
25. Comply with any other reasonable duties requested for the benefit of the Cathedral.

The nature of the job will change as the needs of The Cathedral Church of St Anne develop. This will require a considerable degree of flexibility, commitment and adaptability of the successful casual candidate to meet quality standards required.

### Person Specification

Areas to be assessed	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> <li>• Basic numeracy and literacy</li> </ul>	<ul style="list-style-type: none"> <li>• Minimum of 2 GCSE's or equivalent to include English Language, grades A-C, or other equivalent qualifications</li> </ul>
Experience/ knowledge	<ul style="list-style-type: none"> <li>• Experience of dealing with the public</li> </ul>	<ul style="list-style-type: none"> <li>• General cleaning experience</li> <li>• Experience in a similar role</li> <li>• Experience as a Caretaker, Porter or operational role</li> <li>• Experience of general maintenance and undertaking basic repairs</li> <li>• Experience of using cleaning materials and equipment</li> </ul>
Skills/qualities	<ul style="list-style-type: none"> <li>• Ability to work in a public facing role dealing with a wide range of people</li> <li>• Have computer literacy and good written and spoken English</li> <li>• Ability to work calmly under pressure</li> <li>• Self-motivated with ability to work on own initiative</li> <li>• Good organisational and presentation skills</li> <li>• A team player and enjoy working as part of a small team</li> </ul>	<ul style="list-style-type: none"> <li>• Appreciation for historic buildings and grounds</li> </ul>



Special requirements	<p>Ability to climb ladders and lift up to 15 kg</p> <ul style="list-style-type: none"><li>• A good level of fitness as the role requires lifting, bending, stooping, reaching up, including use of stairs and standing for long periods</li><li>• Ability to work in low temperatures and occasionally exposed to wet conditions</li><li>• Proof of right to work in the UK</li><li>• Flexibility to work evenings and weekends as required</li><li>• Be contactable via telephone and/or email.</li><li>• Clearance under access NI</li></ul>	

Criteria may be enhanced to aid shortlisting.

Exceptional candidates who do not meet the criteria may be considered for the role provided they have the necessary skills and experience