



Job Description

January 2018

Job Title:	Corporate Events Executive
Department:	Commercial Services
Reporting to:	Corporate Events Manager
Head of Department:	Head of Commercial Services

Introduction to working at St Paul's Cathedral

St Paul's draws together a very diverse set of activities, projections and aspirations. It is the Cathedral of the Diocese of London and the seat of its Bishop, a national church and an international spiritual focus, a space for worship and holiness, a place of learning, debate and challenge, an icon of resilience in the face of adversity, an architectural heritage centre, a partner in the City of London, and a commercial enterprise. In addition to holding four services every day (five on Sundays), St Paul's is open for sight-seeing six days a week, and last year welcomed almost 700,000 paying visitors. The income received from these visitors is critical to sustaining the work of St Paul's, as over 80% of our expenditure is funded through the entrance charge and associated enterprises, including the income generated from Corporate Events.

Our Vision

- St Paul's Cathedral seeks to enable people in all their diversity to encounter the transforming presence of God in Jesus Christ.
- As a community of worshippers, staff and volunteers we work with care and imagination to be a centre for welcome, worship and learning which inspires successive generations to engage with the richness of the Christian faith and its heritage.
- We aim to do this with confidence, compassion and creativity, promoting dignity and justice for everyone.

- We work with the Bishop and Diocese of London and the wider church, as a spiritual focus for London, the nation and the world.

Our Values

- Love, joy, peace, patience, kindness, generosity, faithfulness, gentleness and self-control;
- To uphold integrity, honesty and openness in what we do;
- To aim for the highest possible standards in everything we do, acknowledging that we cannot do everything;
- To make our operations as just and as sustainable as we can;
- To foster and encourage diversity, being inclusive and challenging to ourselves as well as others.

Purpose of the Job

The Corporate Events Executive will be the first point of contact for enquiries to the Corporate Events Team. Liaising closely with the Cathedral's internal Events Department, the role holder will ensure the most efficient and effective use of the spaces the Cathedral has available, and in building close relationships with nominated suppliers and contractors, will deliver outstanding memorable events for all guests. The role will assist in growing the Cathedral's customer base, along with building on current relationships, including internal stakeholders. The role holder will have the ability to tailor each event, and working with the Music Department and lighting engineers, will use their creativity, flair and imagination to showcase Wren's masterpiece to the widest possible audience. The Canon Treasurer is the Chapter member with oversight of this area of work.

Key tasks

Under the direction of the Corporate Events Manager and the Head of Commercial Services:

- Act as first point of contact for enquiries to the Corporate Events Team
- Maximise the income generated from each enquiry to the Corporate Events Department by efficient follow up and subsequent site visits
- Ensure accurate worksheets are produced in Artifax in line with the event requirements and Cathedral policies
- Resource successful events by efficient liaison and communication with all relevant stakeholders in the Cathedral
- Build strong relationships with all Cathedral departments to minimise internal diary conflict and maximise diary revenue potential
- Build a close working relationship with the day caterer to ensure the smooth and efficient delivery of daytime events

- Work closely with nominated suppliers for the evening events to ensure that excellent standards of service delivery are maintained
- Assist in the management of the events held in the Cathedral to the highest possible standards
- Ongoing communications with the Finance Team and the nominated suppliers, to ensure all payments are received in line with Cathedral finance policy
- Follow up on all events at the Cathedral to ensure feedback and constructive comments are collated
- Work with the Marketing Team, the client database and external suppliers, to increase the exposure of the events opportunities at the Cathedral
- Act as a personal licence holder and first aider at events
- Work collaboratively with other colleagues at the Cathedral responsible for a range of different events and activities, including the Events Coordinator, the Development team, St Paul's Institute and Adult Learning, including occasionally providing Reception cover
- To comply with all relevant legislation, H&S requirements and the Cathedral's own H&S policy
- Any other appropriate duties the line manager, senior management or Chapter may occasionally request

The job description is an operational document that does not form part of your contract of employment. It may be that from time to time you are expected to perform tasks that may not be expressly in the job description but are nonetheless necessary in the day to day performance of your duties. St Paul's Cathedral reserves the right to amend the job description as may from time to time be necessary to meet the changing needs of the organisation.

Person Specification

Essential

- Strong customer focus with experience of working in the events industry
- Proven ability to convert enquiries into financially sustainable event bookings
- Self-motivated team player with the ability to handle a wide range of enquiries and events simultaneously
- Excellent oral and written communication skills with an eye for detail
- Confident in leading the Cathedral duty team for the successful delivery of an event
- An understanding, of the sensitivities of holding events within a working Cathedral and historic building
- Experience of using Artifax or similar diary management software
- Ability to obtain and willingness to undertake training for a personal licence if not already a holder

- Proven success in using Microsoft packages, including Microsoft Word, Excel, Outlook and PowerPoint

Desirable

- Currently holding a personal licence

The successful candidate will be in sympathy with, and in their work support, the Christian aims and mission of St Paul's Cathedral.

Main Terms of Employment:

Salary	£22,500 to £24,000 per annum depending on skills and experience.
Hours of Work	Full-time; 35 hours per week, Mondays to Fridays with evening work as part of the Corporate Events team as required to carry out the role. This will be paid in overtime and / or time off in lieu depending on the event.
References	Appointment is subject to satisfactory references.
Probationary period	3 months.
Life Assurance	A Life Cover scheme is in operation.
Pension	The Cathedral has a Group Personal Pension Scheme, with employer and employee contributions. All employees will be assessed for auto-enrolment and if eligible, are automatically enrolled into the Defined Contribution Group Personal Pension scheme. The standard contribution starts at 5% from the employer with a compulsory 1% from the employee. Increased optional employee contributions are matched by the employer up to a joint total maximum pension contribution of 11%
Holiday	25 days per annum plus eight statutory holidays.
Other benefits	The Cathedral offers a range of other benefits including discounts in the Cathedral shop and café.

In order to apply, please visit www.cofepathways.org

The closing date for applications is Tuesday 16th January 2018.

Interviews will take place on Wednesday 24th January 2018.