



# WENTWORTH WOODHOUSE

♦ R O T H E R H A M ♦

## Role Profile

**Title:** Events Officer

**Office location:** Wentworth Woodhouse Preservation Trust, Wentworth Woodhouse, Wentworth, Rotherham, South Yorkshire, S62 7TQ

**Hours of work:** 37.5hrs/week

**Responsible to:** Events Manager

**Salary:** up to £25,000 dependent on experience

### Events Officer Role Purpose:

Wentworth Woodhouse is undergoing an exciting phase in its regeneration and is expanding its innovative events programme. We are seeking an energetic, creative and effective events officer.

Together with our existing event team and external partners, the post holder will help to conceptualize, plan and deliver new events for our annual programme operating within the house and its grounds. Working with the existing team the post holder will also provide support for weddings, corporate events as well as filming and TV work. The post holder will have a flair for creativity and ideally be experienced and well-networked in the cultural events sector. This will be teamed with excellent organisational skills, a proven track record in event delivery, the ability to negotiate with suppliers and deliver events within budget. The capability to deal with a varied and busy workload is essential, as is the ability to analyse issues and propose creative solutions. Experience of working with volunteers, preferably within the heritage, culture and arts sector is beneficial but not essential

Please note this role requires a commitment to supporting the Trust's event programme and will therefore require weekend and out of hours working.



**Events**

**Officer**

**Role**

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**Duties:**

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The role  
will;

holder

- Effectively plan & deliver creative and commercially successful events;
- Work closely with the Event Manager to ensure Wentworth Woodhouse builds upon its reputation for high quality innovative events;
- Maintain effective stakeholder relations within the events industry: event suppliers, musicians, artists, guest speakers, equipment hire suppliers and others
- Develop and submit well thought out event proposals and costings for consideration by senior management;
- Create detailed event plans ahead of each event, and share these internally and externally with clients and stakeholders, including Safety Advisory Group meetings;
- Work alongside the existing events team, other departments including volunteers to ensure that all events at Wentworth Woodhouse work seamlessly; and that all staff and volunteers are clearly communicated with and fully briefed.
- Support other members of the events team in the management, organisation and implementation of weddings, filming, and fundraising events;
- Bring a commercial focus to the fore and capitalise on secondary spend opportunities;
- Achieve ambitious targets and meet clearly defined Key Performance Indicators (KPIs);
- Work closely with the marketing team, developing copy and providing information in a timely manner as well as contributing towards the marketing and communications strategy;
- Manage and oversee event delivery on the day and troubleshoot issues as they arise, communicating effectively with the team, external suppliers and other stakeholders;
- Carry out any other duties and tasks as may reasonably be required;
- Ensure adequate risk assessments and other Health and Safety requirements are adhered to in relation to all aspects of the above.

**Name:**.....

**Name (Manager):**.....

**Signed:**.....

**Signed:**.....



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## Person Specification

Please see the criteria expected of the role below. In your application, please note these and explain how you meet and exceed them

Factor	Criteria	Essential or Desirable	Method of Assessment
RELEVANT EXPERIENCE	Experience of the event management industry.	Essential	Application / Interview
	Demonstrable excellence in customer care, guest management and visitor experience.	Essential	Interview
	Ability to work towards clearly defined KPIs and targets.	Essential	Application
	Ability to work on own initiative with minimum supervision and manage own workload.	Essential	Application / Interview
	Ability to work well under pressure and remain calm in a busy environment.	Essential	Application / Interview
	Experience of utilising marketing (traditional and digital methods) to successfully promote events	Desirable	Application / Interview
	Experience of leading volunteers and staff	Desirable	Application / Interview
	Experience of work in a heritage, arts or cultural environment	Desirable	Application / Interview
	Cash handling and reconciliation.	Desirable	Application
QUALIFICATIONS	Event Management Qualification or relevant experience.	Essential	Application / Certificate
	Personal Licence.	Desirable	Application / Certificate
	First Aid training certificate	Desirable	Application/ Certificate



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JOB RELATED SKILLS	Excellent communication skills and the ability to act on instructions and work collaboratively.	Essential	Application / Interview
	Ability to devise precise event plans and deliver to relevant parties.	Essential	Application / Interview
	Creative thinker, solution focussed approach.	Essential	Application / Interview
PERSONAL ATTRIBUTES	Smart appearance and confident in dealing with the public.	Essential	Interview
	Ability to pay close attention to detail	Essential	Application / Interview
WORK CIRCUMSTANCE	A high degree of flexibility to fit with the operational requirements of Wentworth Woodhouse, including regular out of hours working.	Essential	Application / Interview
	Awareness of the implications of social media in a workplace.	Essential	Application/Interview