

Event Management

* To co-ordinate a range of on and off-site events and promotions, taking responsibility for the day to day organisation of those events
* To complete an event planner and project manage requirements, time frames and personnel
* Liaison with the Manager responsible for the personnel who will be involved
* To procure to authorised spend requirements for events
* To help market the Oasis and grounds for venue hire and manage private venue hire bookings and associated teams required to deliver a booking requirement
* To ensure that all events are delivered within budget, as agreed with the Manager responsible for the event
* To liaise with the Manager responsible for the event to ensure appropriate insurance and risk management is in place for all activities
* To supervise the set-up, running, and break down of the event, identifying and resolving problems
* To contribute to the evaluation of all events and promotions in terms of success by survey and P&L
* To send time sheets in to GM for working hours
* To create and save in company drive an event calendar, posting on staff notice board a month snap shot to teams and to record all events in the main office diary, ensuring that staff are aware of all events and promotions taking place on and off-site.
* To liaise with the Estate Team Supervisor and Garden Team Leader in a timely manner to ensure that the site specific locations are ready for all events/promotions. (Karen or Sue should have informed the respected teams beforehand, but the role will handle the completion time frames and report any challenges.)
* To inform Lorraine what information needs sharing with kitchen team and agree whether any making on site, or buying in for particular activities is required
* To liaise with the Kitchen Team Leader in a timely manner to ensure that catering requirements are met for on-site events
* To liaise with the Support Services Manager in a timely manner regarding any additional cleaning requirements prior to and post any event
* To liaise with the Operations Manager and Sales Staff to ensure that the Sales area is ready for all on-site events, including plant labelling and display/promotional stock locations. (To inform Operational Admin where additional labelling is required.)
* To liaise with the Operations Manager requirements to ensure that all stock beds are ready for on-site events. Discuss with Operations Manager, in a timely manner, plants she requires for sale at events/promotions.
* To discuss transport and additional staffing requirements with the management and confirm requirements are in place in adequate time for personnel required.

Marketing

* To liaise with the Marketing Officer in a timely manner, to jointly ensure that effective marketing materials, publicity and social media presence are in place on and off site for all events and promotions
* To ensure all accessible data bases are contacted and all relevant associations we belong to are informed to market through their channels and to ensure local social channels are informed in terms of diary what’s on and news pages
* To liaise with Marketing Officer and social media outreach on events/promotions requirements per channel. To ‘live’ post events on social media channels when required

Networking/Fundraising

* To attend networking events as directed by the GM
* To report relevant action points and contacts from those meetings
* To help schedule dates of ‘windows’ for various funds made known through networking activities
* To highlight what actions are required by funders discussed at networking events