

THE COPAS PARTNERSHIP
Job Description Form



Job Title	Events & Office Assistant
Location	Kings Coppice Farm, Grubwood Lane, Cookham, Maidenhead, Berks SL6 9UB
Division	The Copas Partnership
Reports to	Events Manager
Salary	£20,000 - £23,000 (depending on experience)

<u>Type of position:</u> <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Contractor	<u>Period:</u> Permanent Full-time role	<u>Hours:</u> Normal office hours 40 hrs / week Extended seasonal hours and some weekend work
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KEY RESPONSIBILITIES

1. Event planning and procurement
2. Onsite client liaison and area responsibility
3. Administrative support across all business areas (Events, Poultry, Property & Estate)
4. Excellent customer service across all business areas
5. Positive team player with can-do problem-solving attitude

General Description – Roles & Responsibilities

- Henley Royal Regatta
 - Operational planning, specification & procurement
 - Preparation & distribution of documentation for operations and clients
 - Sales support, tracking & reporting
 - Support to Event Manager and leading summer temporary team
 - Taking responsibility for key areas on site during the event
 - Updating the website, e-commerce and social media
 - Liaising with our ticketing partners and contractors
 - Budgeting and cost control
- Temple Island Meadows Events (TIM)
 - Sales & marketing support for all TIM events
 - Account management for private and corporate event bookings
 - Onsite client liaison & event management
 - Preparation & distribution of documentation for operations and clients
 - On call during events, onsite when required
 - Equipment hire quotations, bookings & invoicing
- Turkeys
 - Planning, specification & procurement for Copas Christmas Fayre
 - Sales & admin support
 - Planning & representing the business at trade events & key business days

- Property & Wider Business
 - Administrative support to all business areas
 - Holiday cover for key administrative functions
 - Feilding initial enquiries from clients and contractors
 - Responsibility for wider business functions as required

WORK EXPERIENCE REQUIREMENTS & KEY SKILLS

Essentials:

- Highly organised and effective
- Ability to operate effectively under pressure (e.g. events going live)
- Good working knowledge of Microsoft Office
- Previous experience in a client facing role
- Good command of the English language, both written and verbal
- Ability to work in a team and individually
- Competent with figures and analysis
- Own transport
- Flexible to weekend and out of hours work with seasonal demands of the business

An Advantage:

- Previous experience in the events or hospitality industry
- Educated to A level or equivalent

Benefits:

- Annual personal and business performance-based bonus
- Employer matched pension scheme
- Weekly lunch supplies provided
- Christmas turkey and family discount
- Event tickets (subject to availability)
- Training provided as required for responsibilities