

Events Manager Approx. Working Fortnightly Timetable

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Other Responsibilities
Managing and leading all Events & Centre usage Attend Ministry Heads at 9:45am	Managing and leading all Events & Centre usage Meeting clients and liaising with clients ahead of their event Check and re-order stock	Managing and leading all Events & Centre usage Attend Staff Meeting at 10:30am	Managing and leading all Events & Centre usage Lead Events Meeting at 11am Liaising catering orders for the week ahead	Managing and leading all Events & Centre usage 1–1 meeting with Events Assistant Sorting and sending invoices to finance officer	Managing and leading all Events & Centre usage (If you work Saturday you will receive Time off in Lieu of the hours you work during the week)	Manage and recruit Events Team Members for ad-hoc events Uphold the cleanliness of the building Providing reports on current usage and monthly predictions for SMC trustees Attend SMC Trustees meetings to report
Managing and leading all Events & Centre usage Attend SMART Meeting at 10am Lead Christmas Market & Carols meeting (monthly)	Managing and leading all Events & Centre usage	Managing and leading all Events & Centre usage Attend Staff Meeting at 10:30am	Managing and leading all Events & Centre usage Lead Events Meeting at 11am Liaising catering orders for the week ahead	Managing and leading all Events & Centre usage Sorting and sending invoices to finance officer	Managing and leading all Events & Centre usage (If you work Saturday you will receive Time off in Lieu of the hours you work during the week)	Liaise and deliver catering for clients, whilst upholding the food safety standards Any other reasonable request from the Director of Operations