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**MOULTON COLLEGE – JOB DESCRIPTION**

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**Job Title:** Assistant Catering and Accommodation Manager

**Department:** Commercial

**Hours:** 37.50 hours per week. Weekend and evening working is essential

**Responsible to:** Catering Manager

**Reports:** Nominated Catering & Events Staff

**Salary / Scale:** Support Spine Band 6 - £20,455.00 -£21,498.00 per annum

**Date of Issue:** March, 2021

**Organisation Chart:**

Executive Director Commercial

Assistant Catering and Accommodation Manager

Catering Manager

Nominated Catering & Events Staff

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1. **Aims and Purpose of the Post**
   1. To lead on the promotion and generation of bookings to ensure effective use of accommodation and catering services for both students and commercial clients to maximise income.
   2. The plan, supervise and management of both internal and external events (including catering and residential services as required) to agreed quality standards.
   3. To work with the Student Support and Student Services teams to maximise the uptake of student accommodation.
   4. To work with the Student Support team to ensure a regular programme of events and activities is planned for residential students.
   5. To support the Catering Manager in the efficient and effective management of the College’s catering, events and associated accommodation offer within budget while achieving income targets and quality standards.
   6. To be a personal licence holder
2. **Specific Responsibilities**
   1. To ensure effective marketing, in consultation with the Marketing Department as required; to generate new business and maximise income for the commercial enterprises (catering and residences).
   2. To plan and coordinate events for both internal and external clients ensuring that they are cost effective.
   3. To communicate effectively with internal and external clients to understand their needs and present solutions to their requirements.
   4. To effectively communicate the requirements of events to relevant staff to ensure a positive client experience
   5. To lead and manage the teams of catering and residential services staff during events and functions to ensure that all services are provided effectively and efficiently to agreed quality standards.
   6. To liaise with Student Support and Student Services to devise and implement a strategy to increase, and maximise, student accommodation occupancy throughout the various stages of the recruitment process.
   7. To liaise with Student Support to ensure an annual calendar of events for residential students is provided to ensure a fulfilling and active residential experience.
   8. To maintain the calendar and booking system liaising with other managers as appropriate and input to relevant College wide communications as required (i.e. What’s On).
   9. To maintain standards set by the College’s Senior Leadership Team and the Governing Body.
   10. To ensure administrative procedures are completed efficiently, including statutory and internal returns, stock and asset registers.
   11. To attend both day and evening meetings and courses considered to be of benefit to the area, the College and the individual.
   12. To attend College Open Days and other Public Events.
   13. To promote and adhere to the College’s Safeguarding Policies and Procedures.
   14. To promote and adhere to the College’s Health and Safety Policies and Procedures.
   15. To manage student conduct in accordance with College policies.
   16. The active promotion of and commitment to best practice in equality, diversity & inclusion.
   17. Contribute and demonstrate fully and at all times the positive promotion and role modelling of the College core values, generic competencies and professional behaviours expected of all staff employed by Moulton College.
   18. Undertake any other duties as required by the Principal and as may be reasonably expected commensurate with the post. This may include either the temporary or permanent re-deployment to an equivalent grade of post within the organisation.

This job specification represents the major tasks to be carried out by the post holder and identifies the level of responsibility at which the post holder will be required to work.   In the interests of effective working the major tasks may be reviewed from time to time to reflect the changing needs and circumstances.  Such reviews and any subsequent changes will be carried out in consultation with the post holder.  All members of staff are appointed to the College as a whole and may reasonably be asked to undertake similar or related duties in an operational area or department other than that to which they were originally appointed.

Core Benefits;

Local Government Pension Scheme Health Cash Plan (subject to conditions)

30 days holiday (Inc. bank/public holidays)\*\* 10% discount on College courses

On-site Gym Free on site parking

Subsidised catering

(\*\* = Pro rata for part time)

I confirm my acceptance of the role as outlined above and agree to apply myself fully to the responsibilities of the post.

Signed (Employee);……………………………… Date;………………………………

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| **POSITIVELY PROMOTING EQUALITY, DIVERSITY & INCLUSION** |

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| **Person Specification – Functions & Events Coordinator** |

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|  | **Essential** | **Desirable** |
| **Qualifications** |  |  |
| Educated to degree level or equivalent |  | X |
| Minimum of grade C in GCSE Maths and English Language (or equivalent) | X |  |
| Commitment to and evidence of CPD | X |  |
| Full driving licence | X |  |
| Personal Licence Holder | X |  |
| Hospitality qualification |  | X |
| **Experience & knowledge** |  |  |
| Experience of working in a similar role i.e. facilities/event management, corporate services | X |  |
| Experience of dealing with and negotiating with clients |  | X |
| Experience of managing teams who work unsocial hours |  | X |
| Experience of management and planning of resources |  | X |
| Experience of monitoring and adhering to budgets |  | X |
| **Personal Attributes** |  |  |
| Flexible approach to allow for evening and weekend working | X |  |
| Excellent communication skills, both written and verbal | X |  |
| Ability to foster effective working relationships with a range of people | X |  |
| Problem solving skills | X |  |
| Effective organisational skills | X |  |
| Ability to monitor budgets and produce financial information as required | X |  |
| Ability to operate standard software packages, and software | X |  |
| Evidence of ability to improve customer satisfaction | X |  |
| **Safeguarding** |  |  |
| Satisfactory enhanced DBS disclosure | X |  |
| Ability to display awareness, understanding and commitment to the protection and safeguarding of children and young vulnerable adults. | X |  |
| Full working knowledge of school policies on child protection, health and safety, confidentiality, student behaviour / discipline and equal opportunities | X |  |

**NOTE;**

All candidates will be asked for proof of their eligibility to work in the UK during the interview and selection process. Tier 2 Certificates of Sponsorship are restricted by the UK Visas & Immigration Service and the position advertised above is unlikely to qualify for sponsorship. We are therefore unable to consider applications from candidates requiring Tier 2 immigration status to work in the UK at this time. For further information please visit the UK Visas & Immigration Service Website.