

Job Title	Events Coordinator
Responsible to	Head of Communications
Responsible for	
Location	Uxbridge (also able to work from central London office and/or Chertsey)
Sector	Central Functions
Hay Grade/Work Level	Administration

Overview

The UK Communications team has created a new role of events coordinator, following a new communications strategy which requires support in the development and coordination of key employee and stakeholder events. This is an interesting and challenging role for an individual wanting to expand their events expertise and stakeholder relations capabilities. This is a great development opportunity for someone currently working in a large events team, who is keen to take on this self-starting role.

The UK Communications team is a core function of the Compass Group UK & Ireland business. The team is responsible for all internal and external communications across the business. This includes employee engagement as well as managing media relations. The business is looking to deliver an employee engagement programme, to better communicate with its 60,000 employees. Additionally, an external stakeholder engagement plan is also being developed.

Overall Purpose of the Role

- A support role for the UK Communications team to help support with driving employee engagement
- Deliver two leadership events a year (approximately 200 delegates)
- Deliver a series of unit manager engagement events to meet with the MD and other executive team members (60-80 attendees per event)
- Support with the delivery of round tables delivered through media partnerships – aimed at consultants, clients and suppliers
- Where appropriate promote events on digital media channels
- Support with the delivery of key people focused events – eg our Women in Food programme – looking to attract and retain female chefs
- Required to run all administration elements of an event – from booking and liaising with the venue, managing attendee/delegate lists, refreshment requirements, answering queries and ensuring the events run smoothly on the day

Key Accountabilities

UK Communications	Measures
Leadership event – identifying venue, securing delegates, providing timely information	Target achievement
Unit Manager “roadshow” – deliver quarterly roadshows for our Executive team to deliver key messages and drive up employee engagement	Target Achievement
Roundtables – support the delivery of roundtables mainly delivered by media partnerships	Target Achievement – dependent on UK Comms partnerships secured
Support ad hoc events	Target Achievement
Digital media – where appropriate provide digital media support to showcase the event internally and/or externally	Ongoing review of channel engagement
To deal professionally with any customer queries from corporate clients.	

Person Specification

- ✓ Enthusiastic, motivated
- ✓ Someone who takes the initiative and drives for results
- ✓ Sets high personal performance standards
- ✓ Organised, able to make robust judgments and prioritise
- ✓ Honest, transparent and consistent
- ✓ Have a flexible approach with a “can do” attitude
- ✓ Have excellent time management and project organisation skills
- ✓ Have at least three years event management experience
- ✓ Demonstrate the ability to be able to manage a varied workload
- ✓ Strong people skills
- ✓ Be a self-starter, highly organised and comfortable working both autonomously and within teams
- ✓ Be a person who enjoys collaborating with colleagues and have the ability to build and maintain strong relationships across a diverse range of stakeholders
- ✓ Be passionate about food, beverage and service

About Compass Group UK & Ireland

Compass Group UK & Ireland is part of Compass Group PLC, the world’s leading food and support services company, and a FTSE 25 organisation. Compass specialises in a range of business sectors including; sport and leisure, workplace catering, executive and fine dining, healthcare, education, in store, offshore, defence and government services and support services.

Salary: Circa £30k – depending on experience