



YEO VALLEY LIMITED

JOB DESCRIPTION

| THE DETAILS | |
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| JOB TITLE | Events Assistant |
| BUSINESS ENTITY | Yeo Valley Ltd |
| TEAM/DEPARTMENT | Experience - Community - Events |
| SITE THE ROLE IS BASED | YVHQ – travel will be required to other event venues |
| REPORTING LINES | |
| REPORTS TO | Event Manager |
| DIRECT REPORTS | None |
| TEAM SIZE | 2 |
| BUDGET RESPONSIBILITY | No |
| ROLE & PERSON SPECIFICATION | |
| Key Aim of The Role | To support the co-ordination and delivery of all curated events to the highest standard and within an agreed budget for Yeo Valley Ltd. Working with the Event Manager to ensure the smooth running of the day-to-day management for curated events in a positive and professional manner while fully embracing the company brand values and ethos. |
| Key Responsibilities | <ul style="list-style-type: none"> ♥ Support Event Manager to deliver: key employee engagement days E.g. Yeo Farming, Long Service celebration; consumer events e.g. Partner days, Farm to Fridge days (Farm tours), and Garden based events; and Charity and Community Engagement Events ♥ Support Event Manager in the organisation of big off site events such as Groundswell. ♥ Produce planners for each event incl supplier details, quotes, H&S reqs and budget ♥ Raise POs, invoice external partners ♥ Manage Eventbrite online (or similar) booking system – setting up events, and replying to booking enquiries ♥ Use Survey Monkey (or similar) to send feedback forms after the events and that feedback is monitored and actioned where necessary ♥ Prepare monthly financial report: Tracking income vs yeokens as well as Tracking spend vs budget ♥ Support Event Manager to manage the Charity budget: Colleagues in the Community support ♥ Check inventory: equipment, event kit hire to other internal departments, marketing collateral ♥ Manage schedule for food vehicles ♥ Be aware of all health and safety requirements for each event, and work to required high safety standards ♥ Actively contribute to departmental meetings and planning sessions ♥ Attend all required training sessions and company briefings/updates. |

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| | <ul style="list-style-type: none"> ♥ Be courteous and professional in all dealings with colleagues, suppliers, contractors, visitors and customers ♥ To complete any other tasks deemed relevant by your line manager for the successful completion of your role |
| <p>Personal Specification</p> | <ul style="list-style-type: none"> ♥ Be an ambassador for the Yeo Valley Organic brand and upkeep their values at all times ♥ Have the ability to work under pressure whilst being flexible and supporting a culture amongst the wider Venues team of pride, ownership and a desire to exceed expectations ♥ Be a Problem Solver ♥ Work well under pressure ♥ Have fab customer service skills ♥ Have a good eye for detail e.g. when dressing venues ♥ Be interested in Event H&S, and have some knowledge of Food Hygiene ♥ Be computer savvy incl knowledge and experience of Microsoft Word, Excel, Outlook and PowerPoint. ♥ Be willing to muck in – this is a hands on job, and can involve erecting tents, loading vehicles, moving furniture, filling goodie bags, deliveries ♥ Present yourself in a professional manner, keeping a high standard of dress and appearance ♥ Be a self-starter, good attitude and keen to help ♥ Flexibility with working hours ♥ Be able to work physically for the duration of your shift ♥ Ideally be working towards an event management qualification ♥ Full UK driving licence (and be able to confidently drive a variety of vehicles, incl manual and auto, electric and non-electric) |
| <p>Benefits</p> | <ul style="list-style-type: none"> ♥ Yeo Valley Ltd will contribute 8% of your salary into the company pension scheme. ♥ Life Cover Insurance of 3 times your salary. ♥ Health Cover Cash Back Plan with Westfield Health. This cover offers you cashback on your medical appointments (dental, optical etc). ♥ Electric vehicle salary sacrifice scheme (subject to qualifying conditions) ♥ Discounted Canteen and staff shop ♥ 25 days holiday (plus bank holidays) |