

EVENTS MANAGER (12 MONTHS CONTRACT) CANDIDATE INFORMATION

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JOB DESCRIPTION

Summary TWS	<p>The Wine Society is the world’s oldest member-owned community of wine lovers, with more than 170,000 members and an award-winning range of some 1,400 wines. Since 1874 we’ve been doing business differently, putting our members before profit to ensure fairer bottle prices for both the people that enjoy them, and for those who make them. Because we don’t need to keep external shareholders happy, we’re able to put profits back into lower prices and services, so our members get exceptional quality in every bottle they buy.</p>
Job Title	Events Manager – 12 month’s fixed term contract
Reporting to	Head of Tastings & Events
Environment	<p>This is a hands-on role in a team of 6 which requires:</p> <ul style="list-style-type: none"> • Regular travel and overnights away • Driving, usually in a company van • Setting up events (involves manual handling) • Evening and weekend work • This is a fixed term/secondment role for 12 months and hours are full time 39 hours per week.
Benefits:	<p>Benefits include:</p> <p>Staff Discount (if a member) Contributory Pension Scheme Life Assurance Sports & Social Club Salary £36-39k</p>
Job purpose	To organise and implement first class tastings and events for members and their guests; increasing member engagement and satisfaction with their Society.
Accountability	<ul style="list-style-type: none"> • For all aspects of onsite event delivery for all event formats. • For the standards of service experienced by members attending Society Tastings and Events - both in-person and virtual • For ensuring pre agreed budgets for events are adhered to

Principal duties and responsibilities

- Take responsibility for designated events within the tasting programme from concept to implementation.
- Work closely with other members of the team to assist with the smooth running of the team and programme. Offer support to other members of the team.
- As an Event Lead at in person events the Manager will have accountabilities for all aspects of onsite event delivery for all event formats.
 - Developing the initial concept
 - Coordinating and implementing the event, including organising staff and buyer attendance
 - Ensuring that each event is hosted with confidence, knowledge and authority.
 - Delegating tasks to other TWS staff, training and supervising agency staff, coordinating preparation of equipment, and executing post event communications with both members and suppliers.
 - Ensuring all events are conducted within budget.
- Plan and deliver events within the Virtual Events Programme, to include:
 - Pre and post event communications with both members and buyers/producers/growers.
 - Lead event rehearsals and where necessary train buyers/producers/growers to ensure virtual events are performed to the highest standard.
 - Prepare event materials ensuring all information is accurate and appropriately presented.
- Ensure events are conducted within budget by identifying and executing cost saving measures.
- Contribute to the construction of the events programme ensuring the optimal mix of events is created.
- Copy writing across multiple mediums including website, email and event materials.
- Represent the Tastings and Events Team at cross department meetings.
- Respond to member queries professionally and identify improvements to the programme based on member feedback.
- Act as a main point of contact for Member Services for member enquiries.
- Organise supplier attendance at tastings, acting as their host on behalf of The Society.
- Monitor and learn from competitor activity

	<ul style="list-style-type: none"> • First Aider 	
Skills and Competencies Required	<p>Focused and experienced in delivering high levels of service quality Capable of working to deadlines Highly developed written and verbal communication skills. Good organisational skills Strong interpersonal skills An understanding and enthusiasm for The Society's business model Able to think creatively</p>	
Personal qualities required	<p>Prepared to work in a hands-on style at all levels including for example lifting and transporting cases of wine and setting up resources at events</p> <p>Willingness to undertake frequent travel including regular overnight stays</p>	
Requirements	Essential	Desirable
Educational attainment	<p>WSET Level 3 Award in Wine Full valid driving licence and be comfortable driving Society vehicles</p>	WSET Level 4 Diploma
Knowledge required	<p>Ability to prepare and deliver presentations to small and large groups</p>	
Experience required	<p>Experience of planning and hosting tastings & events</p> <p>Experience of public speaking</p> <p>Good knowledge & experience of writing copy</p>	<p>Experience of planning and hosting tastings and events</p> <p>Experience in leading online live events. (eg webinars, social media live events)</p>

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EMPLOYEE BENEFITS

At The Wine Society we are proud of our benefits package; here are some of the benefits you could enjoy as an employee:

Holiday

Holiday entitlement varies according to length of continuous service starting at 25 days and rising to 30 days per annum.

You are also entitled to paid leave for Bank and Public Holidays.

Pension Plan

We operate a Pension Plan to which both the employee and The Society contribute. These contributions are invested by external investment managers to create a fund for retirement.

Life Assurance

Life assurance is effective from the start of employment at the rate of four times salary.

Permanent Health Insurance

This scheme is designed to provide the security of a continuing income if sickness or injury results in long-term absence.

Staff Discount

Employees are eligible to enjoy staff discount immediately upon joining (if a member and have a contract that is 6 months or longer).

Simply Health (formerly HSA)

Employees may contribute weekly or monthly to buy health benefits (e.g. optical, dental and maternity treatment).

Company Sick Pay

A comprehensive scheme; entitlements are linked to length of service.

Sports & Social Club

The Social Club is run on a voluntary basis by employees for employees.

Car Parking

Free on-site parking in Stevenage.

Staff Restaurant

Complete with TV and games area.

Health & Well Being

Regular health checks and annual flu vaccinations are available to all employees. A portion of free fruit available to staff daily.

Further details on all of the above benefits can be obtained from Human Resources upon joining The Society.

How to Apply

Candidates should note this is a 12 months' fixed term / secondment opportunity.

Please submit a comprehensive CV, detailing your most significant achievements, together with a covering letter that addresses the criteria in the candidate profile. You should also include details of your current salary package and notice period.

As part of any recruitment process, the Wine Society collects and processes personal data relating to job applicants. We are committed to being transparent about how we collect and use that data and to meeting our data protection obligations. For full details, please see our Job applicant privacy notice that can be found on our website on the page entitled "Jobs at The Society". If you would prefer to receive the document in an alternative format, please contact the Human Resources team who will arrange this for you.

Applications may be emailed to Andrea Harkness at:
recruitment@thewinesociety.com

Closing date for applications is 12 noon on 18th September 2023

Please do let us know in your application if there are any dates you will be unavailable for interview.