

EVENTS & PROJECTS COORDINATOR
SALARY COMMENSURATE WITH EXPERIENCE
FULL-TIME, IMMEDIATE START
OCCASIONAL EVENING AND WEEKEND WORKING REQUIRED

If you're an expert in planning and coordinating a diverse range of events and you're looking to further develop your experience and work in one of the most iconic and diverse venues in Manchester, then you could well be our next Events & Projects Coordinator.

We're looking for a talented multi-tasker who wants to take on the challenge of working on the organisation of a huge portfolio of events including residential/multi-day conferences, large scale exhibitions, awards dinners, cricket and concert hospitality, weddings, Christmas parties and numerous internal events.

Managing a portfolio of 25+ projects, each with values of up to £120k, at any one time, you will have the opportunity to work with well-known and high-profile companies including Co-op, AO and Amazon, ensuring all pre and post event processes are meticulously delivered.

In addition to the above, you will be an ambassador for the Lancashire Cricket and Emirates Old Trafford brands, doing everything you can to encourage repeat business, as well identifying and seeking opportunities to upsell to clients wherever possible.

The exciting part of all of this is that you will be based at Emirates Old Trafford (the home of Lancashire Cricket) which has played host to some of cricket's most iconic moments since 1864 and is now an award-winning world-class venue that has undergone a transformational redevelopment over the last decade.

It is recognised as one of the UK's most prestigious venues for sport, business, leisure and entertainment with a capacity of up to 50,000 people for concerts; 26,000 for international cricket matches; meetings and events spaces for up to 2,000 delegates; a four-star hotel with 150 rooms; and an on-site Caffè Nero.

The venue has played host to some of the world's biggest sporting events, including six ICC Cricket World Cup fixtures in 2019, Ashes Test Matches and world class concerts including Ariana Grande's 'One Love Manchester' concert as well as others by Beyoncé, Rihanna, Foo Fighters and more.

It's a unique place to build a career where no two days are ever the same!

The Role and Responsibilities

The Events & Projects Coordinator role will be wide-ranging and challenging, allowing you to build upon and diversify the excellent event planning experience that you already have. The variety of the events, the flexibility of the venue space and the ever-changing calendar means there will always be a new challenge to work on.

Some of your key responsibilities will include:

- Coordinating all event details and producing associated function sheets
- Coordinating, managing and delivering internal events such as the Team Talk and the Red Rose Awards
- Assisting in the coordination and delivery of international cricket and concert hospitality
- Meeting and greeting clients on the day of their event
- Coordinating and completing all contractual activity with clients to ensure effective order completion and invoicing
- Ensuring minimum contracted numbers are achieved
- Gathering feedback from clients to ensure requirements were met, to secure future sales and to help improve service standards

- Maintaining regular and effective communication between all relevant departments
- Supporting the sales team with show-rounds and helping them convert enquiries
- Pro-actively promoting our facilities to new and existing clients
- Managing regular client accounts to develop repeat and new business
- Supporting the Business Development team with entertaining and attendance at networking events, exhibitions, open days and FAM Trips as and when required

Requirements

We're looking for someone who can hit the ground running and therefore it is essential you can demonstrate that you have:

- Experience of planning and coordinating a variety of events in a venue-based environment (this would ideally have been gained internally in sporting venues, conference and exhibition centres and hotels, but we would also welcome applications from candidates with an agency background, if you can demonstrate that you have the experience we're looking for)
- Exceptional standards of client care and a meticulous attention to detail
- A proactive and commercially driven mindset
- Strong negotiation skills
- The ability to work well under pressure
- Excellent administration skills and a keen eye for detail
- The ability to prioritise workloads to be able to meet strict deadlines and coordinate multiple events of varying sizes
- Flexibility in hours and days of work, particularly during the cricket/concert season

Benefits

- Holiday allowance increasing with service
- 2 x standard Lancashire Cricket season memberships
- Social events throughout the year
- Fitness classes, table tennis club and yoga
- Basic contributory pension scheme with option to join enhanced pension scheme, including life assurance, after 3 months service
- Optional health cash plan scheme
- Discounts at the Lancashire Cricket Official Store, Trafford Cricket Centre, Hilton Garden Inn Emirates Old Trafford, Caffè Nero and with the Club's partners
- Free parking

How to Apply

Does this sound like you? If so, please send your CV with covering letter and current salary details to careers@lancashirecricket.co.uk. Closing date for applications is **Thursday 20th January**. Interviews to be held on Wednesday 26th January.

We look forward to hearing from you if you have skills that support our future vision. Lancashire Cricket is an equal opportunities organisation and we are committed to providing new opportunities and striving for greater diversity.

It is a priority for Lancashire Cricket to ensure our Club appropriately reflects the wider communities across the North West and as we strive to meet Sport England Guidance in this regard, we would welcome applications from individuals with the appropriate skills and experience that can also enhance our current diversity mix at the Club.