

JOB DESCRIPTION

JOB TITLE:	Event Staffing Coordinator
NAME OF JOBHOLDER:	
REPORTS TO (TITLE):	Recruitment and Training Manager
OFFICE/HO DEPT:	Human Resources
DATE:	February 2019

1. MAIN PURPOSE OF JOB

(one statement explaining the job's overall objective)

To assist and support the continued recruitment of quality staff, ensuring all events meet required staffing levels. To undertake recruitment, support training and induction and to be involved in check-in operations for large events and run check-in for smaller events.

2. KEY TASKS

(the major end results the job is expected to achieve)

- Booking and coordinating event staff using the labour software system.
- Liaising with Recruitment and Training Manager on allocation of agency labour within event planning to ensure all events are appropriately staffed within budget.
- Confirm business and event requirements and main relationships with agency reps.
- Develop and maintain good working relationships with casual staff.
- Attend recruitment events and job fairs to promote any current vacancies.
- Assist with the interview process for casual service staff, ensuring all the paperwork is correct and all candidates are greeted in a welcoming manner.
- Ensure the labour software system is kept up to date with staff information and training certificates.
- Ensure all staffing policies and procedures are adhered to at all times.
- Assist the Operations team with large check-ins to ensure all the staff are checked in efficiently, are adhering to the uniform standards and rectify if not.
- Run small check-ins
- Monitor performance of the variable event labour.
- Manage service uniform, ensuring stock levels are maintained, ordering new stock if required. Issuing uniform to new employees and ensuring a uniform disclaimer is signed.
- Manage administration for new event staff starters.

3. KNOWLEDGE/EXPERIENCE/SKILLS NEEDED

(the expertise needed to perform the job to the required standard)

- Strong organisation and planning skills.
- Previous experience in an event background.
- Well developed and professional interpersonal skills
- Excellent IT knowledge, previous experience with labour software systems desirable.
- Confident, well presented.
- Flexible with schedule including late nights and weekends to assist with check-in throughout the year.
- The ability to handle confidential and sensitive information with the appropriate discretion.
- Positive, driven attitude.
- Highly proactive and innovative in approach.

4. ASSIGNMENT AND PLANNING OF WORK**(from where and how the jobholder's work arises)**

Event driven, and as directed by the Recruitment and Training Manager.

AGREED AND SIGNED BY:**JOBHOLDER:****MANAGER:****DATE:****DATE TO BE REVIEWED:**