Details on the qualifications, experience, skills, knowledge and abilities that are needed to fulfil this role are set out below.

**Job Title: Deputy Conference and Events Manager**

**Department: Commercial Services**

<table>
<thead>
<tr>
<th>Knowledge, Education, Qualifications and Training</th>
<th>Essential</th>
<th>Desirable</th>
<th>Tested by Application Form/Interview/Test</th>
</tr>
</thead>
<tbody>
<tr>
<td>Good standard of education or equivalent</td>
<td>Y</td>
<td></td>
<td>Application Form</td>
</tr>
<tr>
<td>Vocational Hospitality/Catering qualification</td>
<td>Y</td>
<td></td>
<td>Application Form</td>
</tr>
<tr>
<td>Degree in relevant subject area or equivalent</td>
<td></td>
<td>Y</td>
<td>Application Form</td>
</tr>
<tr>
<td>Food Hygiene Certificate (minimum Level 2)</td>
<td>Y</td>
<td></td>
<td>Application Form</td>
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<tr>
<td>Health &amp; Safety Certificate</td>
<td></td>
<td>Y</td>
<td>Application Form</td>
</tr>
<tr>
<td>First Aid qualification</td>
<td></td>
<td>Y</td>
<td>Application Form</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Skills and Abilities</th>
<th>Essential</th>
<th>Tested by Application Form/Interview/Test</th>
</tr>
</thead>
<tbody>
<tr>
<td>Competent IT skills inc. Word &amp; Excel</td>
<td>Y</td>
<td>Application Form/Interview</td>
</tr>
<tr>
<td>Good analytical skills</td>
<td>Y</td>
<td>Interview</td>
</tr>
<tr>
<td>Good communication skills with guests and colleagues at all levels</td>
<td>Y</td>
<td>Interview</td>
</tr>
<tr>
<td>Ability to organise and plan ahead</td>
<td>Y</td>
<td>Application Form/Interview</td>
</tr>
<tr>
<td>Demonstrable knowledge of food service systems</td>
<td>Y</td>
<td>Interview</td>
</tr>
<tr>
<td>Requirement</td>
<td>Requirement Description</td>
<td>Status</td>
</tr>
<tr>
<td>----------------------------------------------------------------------------</td>
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</tr>
<tr>
<td>Working knowledge of P&amp;L accounts and costings, managing financial responsibility within set budgets</td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td>Be able to work to targets and deadlines</td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td>Must have the ability to lead, multitask and make sound decisions in a fast paced environment</td>
<td>Y</td>
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</tr>
<tr>
<td>Proactive approach to service challenges</td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td>Manage the induction and training process of the team including maintenance of training records, development programs and identifying suitable courses for the team members</td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td>Ability to lead, train, motivate and coach a large team developing staff to maximise their potential</td>
<td>Y</td>
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</tr>
<tr>
<td>Support the collective team ethos through cross functional team working</td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td>Good understanding of H&amp;S practices and management</td>
<td>Y</td>
<td></td>
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<tr>
<td>Experience</td>
<td>Marketing experience, including use of social media</td>
<td>Y</td>
</tr>
<tr>
<td></td>
<td>Experience in a similar environment</td>
<td>Y</td>
</tr>
<tr>
<td></td>
<td>Experience of staff supervision</td>
<td>Y</td>
</tr>
<tr>
<td>Other requirements</td>
<td>Flexible with working hours</td>
<td>Y</td>
</tr>
</tbody>
</table>