



Post:	EVI Development Officer Based at Ebbw Vale Institute, Church Street, Ebbw Vale
Salary:	Scale 3-4 £16,926 - £18,453, depending on experience
Working Hours:	Part time 25 hours per week
Holiday entitlement:	23 days per annum pro rata
Responsible to:	Operations Coordinator
Contract:	Permanent subject to funding

MAIN PURPOSE OF THE POSITION

- To personify the best possible image of the EVI Cultural Centre through your excellent customer service and reception skills.
 - Working with Senior Management to undertake marketing activities within the centre, including web and social media posting of events, classes, services & facilities and the development and implementation of EVI's marketing strategy.
 - Working with the Bar Manager to support the smooth running of licensed events, liaising with Promoters, Bands and private party hirers.
 - Working with the Operations Coordinator in developing and providing the administrative and operational functions within the EVI Cultural Centre.
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RECEPTION:

1. Provide a courteous welcome and signposting of visitors to the EVI.
2. Receive, monitor and record bookings for EVI rooms and facilities i.e. from music Promoters, training providers, local organisations, private parties, service providers & members of the community.
3. Deal with queries from the Tenants/Hirers/Visitors and provide information on EVI facilities and services.
4. Receive incoming calls, referring calls effectively and taking messages when required for all staff and tenants at EVI.

MARKETING:

1. Working with the Senior Management & EVI Team, carry out Marketing activities of EVI Centre & facilities / services / events / classes.



2. Marketing of events, classes, services and facilities on the EVI website & Social Media sites.
3. Ensure poster displays and information leaflets are current and available for visitors.
4. Update EVI programme of events & classes, making available to the public and writing weekly news posts to help promote the Centre and activities.
5. Carry out market research, developing and implementing the EVI marketing strategy.

LICENSED EVENTS

1. To support the Licensed Events function as per Licensed Events procedure, i.e. liaising with Promoters, liaising with Bar Manager re logistics of events such as confirmation of security/sound engineer/access times.
2. Deputise for Bar Manager during licensed events, carrying out duty manager responsibilities as required.
3. Carry out market research as required and collate recommended entertainment database i.e. covers bands, DJ's etc.
4. Work with team to develop EVI event package, including weddings package, children's parties, Awards ceremonies, Art Exhibitions.
5. Complete Performing Rights Society Reports quarterly.

ADMINISTRATION & GENERAL DUTIES

1. Ensure accurate and timely people counter meters are accurately recorded on a monthly basis.
2. Provide hours worked by casual staff on a monthly basis to payroll.
3. To be aware of relevant Health & Safety and Fire regulations and act accordingly to provide an induction to new users of the building and ensure they are fully aware of procedures in accordance with legislative requirements.
4. To support and assist the Operations Coordinator as required.
5. Support caretaker and events team in the setting up EVI furniture and equipment, ensuring all equipment is accounted for and safe at all times.

Working Hours

The nature of the role within EVI will require flexible working hours, however you will be required to ensure you work within the hours required for your role as per this Job Description. Any excess hours are to be authorised before being worked where possible.



In addition to the above duties and responsibilities, the post holder will be expected to undertake other duties and tasks required to ensure the efficiency of operations at EVI and to ensure the organisation successfully meets its outcomes and objectives.

All staff at EVI work together to meet the Centre and Customer requirements and as such work across roles when required.

Person Specification

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Requirement	Essential	Desirable	How Identified/ Assessed
Education/ Qualifications:	Educated to GCSE standard	Qualifications specific to role	Application & Interview
Experience/ Knowledge:	2 years experience in a similar role	Events & Bar management experience Experience of working in statutory/voluntary youth organisation or sector	Application & Interview Application & Interview
Skills/Abilities:	Experience of Health & Safety in a Public building Excellent organisational and planning skills Excellent IT skills and experience of marketing Excellent customer service/front of house skills Excellent communications and interpersonal skills	Knowledge of Health & Safety	Application & Interview Application & Interview Application & Interview Application & Interview
Personal Attributes:	Enthusiasm Self – Motivation Innovative Willingness to work flexibly		Interview
Other requirements:		Welsh speaker – or	Interview



		willingness to learn	
		Current clean driving licence	Application & Interview
		Experience or Willingness to train in use of projectors/audio visual equipment	Application & Interview

ProMo-Cymru Values

ProMo-Cymru values it's employees, with an emphasis on skills and personal development.

We create a balance of teamwork, autonomy and a sense of responsibility in working towards improving our services and products. In other words, we work hard for and with our clients and partners, and enjoy sharing the rewards with them.

ProMo-Cymru encourages employees to be part of the leadership and decision-making process, giving personal attention to others and making each individual feel uniquely valued. Intellectual stimulation actively encourages a new look at old methods, stimulates creativity and encourages others to look at problems and issues in a new way.