

March 2019

Vacancy



Whiteley Village
A century of caring for the elderly

Sales & Events Co-ordinator

37.5 hours per week (full-time)

Salary up to £28,000 p.a.

The Sales & Events Co-ordinator will hold a pivotal position in the promotion and future development of the Trust over the coming years. We are looking for a forward thinking 'self-starter' with confidence, ability and passion to make a significant difference and be at the forefront of promoting all aspects of the Trust to the benefit of all village residents, and the ultimate financial benefit of the Trust. Highly skilled and experienced in Event Sales, with a knowledge and experience of social media and website communication.

What you will be doing

- Raise the profile of Whiteley Village and the range of services that it can offer
- Develop and maintain databases
- Develop and create new relationships
- Develop and promote annual events
- Promote the Village facilities along with corporate and social events business
- Maximise revenue opportunities

What you will need to succeed

- Minimum of 2 years' experience in a Sales & Events role
- Should have extensive sales and events experience, ideally from a Hospitality background
- A good understanding of social media channels
- Excellent written and verbal communications skills coupled with highly developed interpersonal skills
- Must be flexible and open to changing priorities and managing multiple tasks simultaneously within compressed time frames
- Entrepreneurial Spirit: To take initiative and actively seek to deepen current relationships and forge new ones

What we offer: With an excellent working environment the Trust offers a wide variety of staff benefits, including life assurance, pension, generous holiday allowance, free parking also excellent training and development opportunities.

About us: This is an exciting time to join the Trust. Whiteley Village is a unique community of older people. Our new Care Hub is nearing completion and, due to open in the spring, this means new approaches for staff, new buildings and new technology.

An Enhanced DBS check will be required for this role.

Closing date: 28th March 2019

Interviews: week commencing 1st April 2019

For the full role profile and application form contact:

Fiona for Sue on 01932 264546 / 825804 or by email:

job.enquiries@whiteleyvillage.org.uk

