



Jobs with Purpose

Job title	Senior Events & Sales Executive
Candidate Brief	<p>NOW Group provides a range of services that support people with learning difficulties and autism to realise their full potential and change their lives for the better. The organisation was established in Belfast and expanded over the last twenty years throughout Northern Ireland, and more recently into Dublin to provide services to support people into employment, training, transition, volunteering and a family service.</p> <p>Loaf Catering is one of our social enterprise businesses and operates cafes and corporate catering throughout Greater Belfast, and Kilmainham in Dublin. We have an exciting opportunity for an experienced Sales and Events Manager to grow our customer base, ensuring that quality and reputation are at the forefront of all business activity, and grow an exciting brand while creating training and employment opportunities for local people with learning difficulties and autism.</p> <p>As Sales and Events Manager you will be responsible for developing sales, meeting targets, building and maintaining key customer and client relationships and engaging in short, medium and long term business planning. You will also manage key events leading on logistics and event team management.</p>
Location	Loaf Cafe-Bakery, 307 Grosvenor Road, Belfast (as base)
Reports to	Head of Operational Delivery
Hours	40 hours per week (to include evenings and weekends)
Salary scale	£30,000 per annum within Salary Band 3
Benefits	<p>25 days annual leave plus 12 statutory days (pro-rata) Health Cash Plan (on successful completion of probationary period) Access to confidential Staff Counseling & Financial Advisory Services Stakeholder Pension Scheme (5% employer contribution) Bike to Work Scheme Holiday purchase scheme Flexible working initiatives Wellbeing initiatives</p>

Mission

Supporting people with learning difficulties and autism in to jobs with a future.

Vision

A society where people with learning difficulties live, work and socialise as valued citizens.



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Main Responsibilities

1. You are organized and driven, you take the lead on events, managing them from start to finish taking care of every detail to ensure that the customer expectations are exceeded.
2. You are results driven, knowing that the contribution we make goes back into supporting adults with learning difficulties and autism. You keep focused on the numbers making sure every event we do delivers results.
3. It's all in the detail, and you use this skill to communicate with your colleagues. Whether this be through team briefings, Operations meetings, or financial forecasts. You make sure that all the detail is available to ensure successful delivery of the events, and long-term sustainability of Loaf.
4. You are a people person, networking comes second nature to you. You will act as an ambassador for Loaf, sharing our story and increasing support by building on new business making sure that the brand is front and centre of everything we do.
5. Keeping safe is crucial, you will comply with NOW Group's 'Organisational Approach to Safeguarding' ensuring that knowledge and skills in this area are kept up to date to ensure the safety and wellbeing of participants. This includes the notification to Senior Management of any untoward incident / accident involving either staff or participants, and the recording and reporting of any such incident/accident to the appropriate authorities.
6. You lead by example, you will share your passion with the Loaf team, and our participants through support and training.

This job description is not definitive and may be subject to review as the duties and responsibilities determine.

Skills & Experience

1. Excellent ability to communicate clearly, concisely, and openly in all interactions.
2. Demonstrate a positive attitude while communicating with clients or co-workers.
3. Maintain a good composure and organisation in order to efficiently and effectively carry out his or her duties.
4. Demonstrate accountability; the ability to be responsible, reliable, or amenable.
5. Accountability for expenditures and budgets.
6. Resiliency and the ability to be strong and flexible.
7. Ability to work with maximum accuracy, efficiency, and attention to detail.

Shortlisting will be based on the evidence that you supply on your application form to satisfactorily demonstrate how, and to what extent, you meet the above criteria. The Shortlisting Panel will not make assumptions as to your circumstances, qualifications, and experience.



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NOW Group adhere to the AccessNI Code of Practice and it is our policy to obtain an Enhanced Disclosure for employees who will be working within our service delivery teams. This check will be completed before employment commences and only if successful at interview. For further information please refer to the Access NI Code of Practice at [AccessNI Code of Practice \(nidirect.gov.uk\)](https://nidirect.gov.uk)

A copy of our policy on the secure handling, use, storage and retention of information is available on request.

In line with the Rehabilitation of Offenders (Exceptions)(NI) Order 1979 (as amended in 2014), NOW Group's will only ask about convictions which are defined as "not protected" for the purposes of obtaining a Standard or Enhanced disclosure. Please note that a criminal record will not necessarily be a bar to obtaining a position. A copy of our policy on the Recruitment of Ex-Offenders is available on request.

Values and Behaviours



All employees in NOW Group are required to subscribe to the values of the organisation and demonstrate these values through agreed behaviours in their day to day work and their relationships with participants, stakeholders and colleagues. **Candidates will be expected to demonstrate relevant values and behaviours as part of the interview process.**