



Information for applicants

Job title:	Commercial and Events Officer
Location:	Delapré Abbey, Northampton
Salary:	£21,000 per annum
Deadline:	Friday 7th May 2021, 12noon
Interview:	Friday 14th May 2021



Image: Sky Photography UK

About Delapré Abbey

Delapré Abbey Preservation Trust has been in existence since 2006 and is an independent charity and company limited by guarantee. The Trust was set up to preserve and promote the heritage and natural environment of Delapré Abbey and the former Bouverie estate. In 2021, responding to new leadership and the impact of the 2020 Covid pandemic, we are refocussing our efforts and broadening our reach and impact.

We deliver a range of programmes and activities that support **lifelong learning, curiosity** and an improved **wellbeing**.

We promote the 900 years of the Abbey's history, and the stories that have unfolded within and around the estate over this time. The Abbey sits within over 550 acres of park and woodland, which is positioned within an urban setting.

We, with our partners, support all ages to engage with programmes that promote learning and socialising, and bring people and communities together.

We are proud to be rooted in Northampton, and to be supporting our local community who we coexist with.

We want to promote the Park and the Abbey to the widest number of people possible, connecting an ever-increasing number of individuals and communities to both nature and heritage. Through which we can support with opportunities that improve physical and psychological wellbeing.

Vision

Positive change and strength is achieved through collaboration, ensuring all communities can own and celebrate heritage and our environment. Where culture in all its forms animates spaces and places to excite and inspire, and most importantly strengthen our collective environment.

We Believe

That community need is first and foremost, and understanding this is key to achieving pride in a communities' place.

Mission

To harness our independent strength as a Trust that is the connector of partners, communities, and space. Developing ambitious programmes that are accessible and relevant to our communities, and demonstrating the benefits, impact and reach to enliven new partnerships and increased engagement.

We are

A registered independent charity with passion and drive.

Values

- **Belonging** – We want to create a sense that everyone belongs, and has pride in their place.
- **Personable** – We care about people, no matter who they are - everyone is included.
- **Enthusiasm** – We strive to make a difference with dynamism, and we push boundaries.
- **Enterprising** – We love heritage, but we love new approaches even more.
- **Happiness** – We pour happiness into our work, so our community seeks enjoyment.

Priorities

Improving access to Heritage and Culture
Connecting people with improved Wellbeing and Environment
Developing Progressive Enterprise

Impact

Within Northampton we strive to make a positive impact supporting the social, health, economic and cultural prosperity of the community. We will measure the impact of our priority areas through the following lenses:

- **Preserve** - We preserve the heritage for future generation offering a connection to place.
- **Promote** - We promote The Park and Abbey contributing to the local economy.
- **Broaden** - We broaden access to heritage, and culture for all.
- **Connect** - We connect our communities to nature, and communicate the benefits.
- **Support** - We support people's wellbeing, through our spaces and programmes.



Job Description

Job Title:	Commercial and Events Officer
Location:	Northampton (Delapré Abbey)
Responsible to:	Head of Commercial and Operations
Hours:	Annualised hours
Job Purpose:	<ul style="list-style-type: none">• The Commercial and Events Officer is responsible for sales and operational planning of all functions and events at the Abbey, in conjunction with partner organisations and the caterers. The post holder cultivates commercial and community partnerships to generate income to assist with the long-term sustainability of the Abbey.• Active generation of sales leads for weddings, events and group bookings.• Coordinate and deliver all activities from initial enquiry through to booked events, functions and group visits, with associated duties as required.

Main Responsibilities

Weddings and Events

- Delivery of all events and hires at Delapré Abbey.
- Working with the Head of Commercial and Operations to sell and promote Delapré Abbey as a venue for all functions, events and hires.
- Working with the Head of Commercial and Operations to develop different strands of the business for weddings, including but not limited to catering, accommodation and locations.
- Dealing with enquiries, agreeing and contracting, supporting and ensuring the smooth delivery of all room hires to commercial and not-for-profit groups.
- Liaise with the finance team in respect of functions and events documenting financial agreements.
- Organising all room allocation, booking and event tracking system across the site that avoids clashes, allocates resources, alerts the full team to upcoming events and enables good communication with external partners.
- Preparation for and access, car parking, event timing and logistics for all events on site.

- Oversee safe and secure use of the site by all third-party event managers and organisers, including events personnel and attendees.
- Liaise with all staff, and partners to establish a forward calendar of events and functions.
- Co-ordinate all events and functions taking place in the Abbey, the gardens and the wider park, liaising as necessary with appropriate staff ensuring that potential conflicts are minimised, and public information is provided clearly and in a timely manner.
- Liaise with prospective hirers to conclude arrangements and manage contractual paperwork.
- To act as Event Co-ordinator for an agreed number of events held in the Abbey and other areas licensed to the Trust each year.
- Work with the Head of Audiences and Communication to identify marketing and sales techniques and opportunities for weddings.
- To act as Fire, Health, Safety and Environmental Co-ordinator for all events held at the Abbey and in other areas licensed to the Trust each year.
- Provide copy of marketing content within the agreed timeframes to the Head of Audiences and Communication.
- Cultivate new business leads with the aim to achieve individual sales targets. Driving sales for all areas of the commercial office.
- Explore new opportunities such as the development of virtual events and workshops.

Other

- Act as Duty Manager in line with Duty Rota.
- Work in accordance with the Health & Safety at Work Act and at all times in accordance with the Trust's policies and procedures.
- To represent the Trust and develop relationships with key partners and external organisations.
- Support and be involved in engagement activities with our communities and staff.
- To carry out such duties as may be required from time to time by the Trust that are appropriate to the grade of the post.

Development

- Attend and participate in regular one-to-one line management supervision meetings and an annual appraisal.
- To be responsible for own personal and professional development, to actively participate in identifying training needs and to be willing to undertake training where a need has been identified and agreed with the line manager, to ensure that an effective service is provided.
- To maintain knowledge and keep abreast of change in policy, practice and relevant legislation and inform the line manager of these changes.

Projects

- To undertake from time to time as required that may not fall under any of the tasks listed above.

Communications

- Ensure effective liaison and collaboration with all departments and department leads regarding finance and performance issues and developments.
- Where required, input into cross-locality and cross-organisational working groups to support wider organisational objectives.

Performance Management

- To be alert to and manage risk effectively in all locations.
- To adhere to all lone working policies and risk assessments provided for you by DAPT.
- To actively take part in required mandatory training as part of the yearly cyclical training calendar.
- To operate within clear professional boundaries and work within DAPT's Staff Code of Conduct.
- To operate within the Behaviours Framework embedded across the organisation.
- To implement and adhere to DAPT's Policy and Procedures at all times.

Involvement

- To actively encourage a culture of involvement and inclusion of all in the work and life of DAPT.
- As required engage in wider involvement opportunities and activities of DAPT.

Equality and Diversity

- To act in accordance with DAPT's equality, diversity and inclusion policy and procedures, to ensure that the organisation is compliant with legal and regulatory requirements.

Values

- To ensure all policies, procedures and working practices within the service area support the values of the organisation.

Terms and Conditions

Pay:	£21,000.00 per annum
Hours:	2080 per annum
Contract:	Permanent
Shift Pattern:	Weekday and Weekends as required based on agreed monthly pattern. Working Saturdays.
Annual Leave:	25 Days plus Bank Holidays pro rata
Pension:	TBC
Notice Period	2 months
Conditions of Appointment:	Satisfactory references. This post is subject to a 2 month probationary period.
In Service Training:	Time allowed for in-service training, subject to budgetary provision.

Sites:	Based at Delapré Abbey
Discretion to Act:	Specific delegated powers are allocated to the post holder in line with authority matrix.
Environment:	
DAPT operates on a 24 hour, 365 days per year basis.	In extreme circumstances, the post holder may need to be contacted in the event of an emergency related to their area.
Unsocial hours	The post holder will be expected to work regular evenings and weekends.
Risk	The post holder works in a public environment so the potential risk is assessed as being low to moderate. It is important that the DAPT Lone Working Policy is followed.

Person Specification

Job Title	Commercial and Events Officer	
Category	Essential	Desirable
Knowledge	<p>K1 – Experience working with the events industry.</p> <p>K2 – Knowledge of wedding operations and legislations.</p> <p>K3 – Understanding of public based events and relevant health and safety policies.</p>	<p>K4 - Have an understanding of the DAPT.</p> <p>K5 – Understanding of national sector developments within heritage and events.</p>
Skills	<p>S1 – ability to deliver multiple projects on time and to budget. A keen drive for sales and customer experiences.</p> <p>S2 – ability to champion the needs of different audiences</p> <p>S3 - Excellent organisational skills, being able to work under pressure, to prioritise and meet team, function and organisational objectives within set timeframes.</p>	
Aptitude	<p>A1 - Proven teamwork ethic. Understanding and ability to respond to organisational, service delivery and functional demands.</p> <p>A2 – Proven understanding and ability to engage with individuals across the sector to support organisational and personal development.</p>	
Experience	<p>E1 – Track record of meeting sales targets and working with clients across all sectors in a reassuring and proactive manner.</p> <p>E2 - experience of delivering events and/or weddings.</p> <p>E3- experience of developing commercial initiatives within a visitor attraction.</p>	<p>E4 - experience of working with a wide range of volunteers and community groups, and an understanding of the sensitivities of doing so.</p>
Education	Q1 - GCSE or equivalent in English and Maths.	
Personal Qualities	<p>P1 - Able to present self and work effectively.</p> <p>P2 - High levels of honesty, integrity and discretion.</p> <p>P3 - Ability to work with agreed standards of professional boundaries and confidentiality.</p>	
Circumstances		<p>C1 - Able and willing to work unsocial hours.</p> <p>C2 - Hold a full driving licence and have own transport.</p>
Health	H1 - Able to meet the requirements of the post with or without reasonable adjustment.	

Equality and Diversity	O1 - An understanding of equality and diversity.	
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How to Apply

To apply please send a copy of your CV and a cover letter outlining how you meet the person specification to info@delapreabbey.org with ‘**Commercial and Events Officer**’ in the subject line.

The deadline for applications is **12noon on Friday 7th May 2021**.

Interviews will be held on **Friday 14th May 2021**.

For further information on the role or Delapré Abbey, please give us a call on **01604 760817** or visit delapreabbey.org.

Equality and Diversity

Delapré Abbey Preservation Trust is committed to encouraging equality, diversity and inclusion among our workforce, and eliminating unlawful discrimination. Our aim is that our workforce will be truly representative of all sections of society and each employee feels respected and able to give their best.

We will ensure that no employee or job applicant receives less favourable facilities or treatment (either directly or indirectly) in recruitment or employment on grounds of age, disability, gender / gender reassignment, marriage / civil partnership, pregnancy / maternity, race, religion or belief, sex, or sexual orientation.

If you would like to discuss an alternative application process please get in touch with us on **01604 760817**.