



Job Description

Role Title: Events Administrator

Reporting to: Corporate Events Manager

Contract Type: Permanent

Hours: Part Time, 20 hours per week

Salary: £20,000 pa Pro Rata

Location: Lloyds House, Lloyd Street, Manchester, M2 5WA

Company Background

CityCo, the city centre management company for Manchester and Salford, strives to make Manchester city centre a better place to work, visit and live.

We connect businesses with each other, and public agencies, to drive forward initiatives that support an improved, thriving, and aspirational city experience. We seek to support economic growth and ensure the city is competing on national and international scale.

As a membership organisation, CityCo represents companies across sectors, sizes and locations; giving businesses a voice, ensuring they can run effectively and expand activities. We operate at a strategic level with city decision-makers and on a tactical level, providing solutions and delivering on the ground.

We run networking events to bring executives together and ensure members are up to speed with city plans. We provide operational and security services facilitate working groups and provide advice where it's needed. We work to make the city centre greener, more sustainable and bio-diverse. We work to bring life to our public spaces; developing and promoting the unique characteristics of our city villages; connecting people, improving the environment and running quality events that attract interest and build our reputation as a place where great things happen.

From April 2018 CityCo has been delivering the second term of Manchester's Business Improvement District (Manchester BID). The BID consists of just over 400 retail and food and drink businesses in the city centre.

CityCo Event Spaces

CityCo and Manchester BID have just moved to new offices on Lloyd Street, central Manchester, which includes a major event space and a number of rooms available for hire.

The ambition is to ensure CityCo events are of the highest quality and that clients are fully satisfied with the service we deliver.



Job Purpose and Responsibilities

As a key part of the team the Events Administrator will work with the Corporate Events Manager in selling the event spaces, and delivering the subsequent events, whether originating from CityCo or from external clients.

The Administrator will take bookings, manage enquiries, deal with paperwork and ensure the proper delivery of booked events. They will be part of the team meeting and greeting clients, doing room tours, and discussing the needs of clients.

The post holder will work with the team to ensure effective preparation and set up for internal and external meetings.

The post holder will work with other members of staff delivering our various member networks and programming and running events for members.

The post holder will also liaise with contractors and delivery partners to ensure events are successful, safely delivered and offer value for money.

The requirements of the role are such that a high degree of flexibility is necessary and therefore some evening and early morning work will be required.

Essential Competencies

- Strong administrative skills, with evidence of accurate record keeping
- Event delivery/hosting either in-house or as part of a corporate events team
- Excellent communication skills
- Knowledge of health and safety in an event environment
- Strong team-working skills
- Budgeting experience

Desirable Competencies

1. Excellent knowledge of Manchester city centre
2. Creative thinking
3. Problem solving
4. Networking and negotiating
5. Tact and patience
6. Personal licence holder



Other Information

The requirements of the business are such that a high degree of flexibility is necessary and therefore evening and weekend work will be required.

To comply with changes in the Legislation covering the activities of Heart of Manchester BID and CityCo it is required that all staff undertakes training as directed by their line manager or the Chief Executive.

It is also essential that all staff carry out their duties in a safe manner in accordance with the current Health & Safety at Work legislation.

The role will be based at CityCo in Lloyds House, with an annual leave entitlement of 26 days pro rata, plus bank holidays.

The post is subject to a three-month probationary period.

To Apply

Please email a full CV and Cover Letter to:

Janine Holt
Corporate Events Manager
info@cityco.com

All applications should be received by 12pm, Monday 1 July.

Equal Opportunities

CityCo is an equal opportunities employer.

Personal information given as a part of the application process is necessary for recruitment of this post and will be held only for the statutory periods. It will not be used for any other purpose.

Full GDPR compliance information is available on our website.