



United Synagogue Job Description

| | |
|-----------------------|--|
| JOB TITLE: | Kinloss Banqueting Manager - 9 months Fixed Term Maternity Cover |
| LOCATION: | Finchley United Synagogue |
| WORKING HOURS: | 35 per week 9 am - 5.00 pm Monday to Thursdays - including alternative Fridays/Sundays and occasional evenings, dependant on events |
| SALARY: | Dependant on Experience |
| REPORTS TO: | Chief Operations Officer, Finchley United Synagogue |
| BENEFITS: | 20 days holiday, plus 8 Bank Holidays Jewish festivals when they fall on a normal working day Ride-to-Work Scheme Auto-Enrolled Pension |

JOB PURPOSE

The post holder is responsible for selling the Kinloss Banqueting facilities. To be responsible for all new business generation and increasing revenue via direct sales, marketing and promotion in line with the Business Plan. To be accountable for the achievement of the relevant key performance indicators as defined by the board.

Key responsibilities:

- Management of marketing operations for conference and banqueting facilities
 - Identifying and using social networking outlets as and when appropriate to bring new avenues of marketing
 - Current Media - Photos, Videos, Testimonials
 - Website - Content Management
 - Brochure
 - Advertising strategy
 - Networking with kosher caterers and event planners to raise profile of offering
 - Benchmarking pricing and offer with competing venues
 - Cold calling to promote the premises and attain bookings

- Bookings and reservations
 - Enquiries - To actively follow up all enquires for booking owning the enquiry until a booking is agreed
 - Management of CRM system
 - Regular reporting of Key Performance Indicators (use of excel / access)
 - Preparation of presentations for potential clients including table plans
 - Face to face meetings with client
 - Issuing and filing of contracts

- Management and monitoring of costs and invoices
 - Ensuring costs are appropriate and quantified accurately
 - Damage deposits
 - Checking all bills are paid on time

- Managing suppliers
 - Ensuring that all event suppliers have adequate access whilst ensuring security is not compromised
 - Management of contact list for all third party suppliers

- Briefing staff and Outsourced Companies
 - Caretakers - Exact instructions
 - Office - Awareness of event
 - Duty Manager - Clear guidelines

- Reporting to Chief Operations Officer
 - Weekly updates of KPI's
 - Running a CRM system

PERSON SPECIFICATION

The person to be appointed to this post should be able to demonstrate the following:

Essential

- ✓ Proven experience in business development and income generation in a target driven environment and track record of sales
- ✓ Experience in negotiating terms and contracts with charities, organisations and individuals
- ✓ Proven track record as a target achiever, able to provide evidence of consistently delivering to financial targets
- ✓ Self-driven with a strong sales approach
- ✓ Experience in marketing and sales
- ✓ A good understanding and working knowledge of the internet as a marketing tool including social networking
- ✓ Experience in using Microsoft office programs to create PowerPoints and presentations
- ✓ Attention to detail
- ✓ Highly developed written and oral communication skills
- ✓ Flexible and adaptable
- ✓ Be able to build the Kinloss brand
- ✓ An experienced networker

GENERIC DUTIES

Must be:

- Committed to the aims of the United Synagogue and act as an ambassador for the organisation.
- Comply with The United Synagogue's policy and procedures and code of expectations.
- Bring to the attention of senior staff any health and safety requirements, which become obvious. In the event of any immediate danger, to take the appropriate action to reduce risk to physical danger to employees, members, contractors, volunteers, children, parents, visitors or staff.
- Work collaboratively with other colleagues across the organisation to ensure the United Synagogue can achieve its vision, mission and strategy.
- Undertake appropriate training as requested by your line manager in conjunction with the Human Resources Department. And be committed to own continuous professional development.
- Carry out any other reasonable duties as requested by your manager or other designated senior staff/undertaking such other duties that occasionally fall within the purpose of the post.
- Maintain high levels of discretion and confidentiality at all times.

This job description and person specification is not prescriptive; it merely outlines the key tasks and responsibilities of the post. They key tasks and responsibilities are subject to change. Any changes will be made in consultation with the post holder.

This Job Description is subject to alteration in response to changes in legislation or The United Synagogue's operational procedures.

April 2019