



# YEO VALLEY LIMITED

## JOB DESCRIPTION

THE DETAILS	
<b>JOB TITLE</b>	Events Assistant
<b>BUSINESS ENTITY</b>	Yeo Valley Ltd
<b>TEAM/DEPARTMENT</b>	Experience - Events
<b>SITE THE ROLE IS BASED</b>	YVHQ – travel will be required to other event venues
REPORTING LINES	
<b>REPORTS TO</b>	Event Manager
<b>DIRECT REPORTS</b>	None
<b>TEAM SIZE</b>	3
<b>BUDGET RESPONSIBILITY</b>	No
ROLE & PERSON SPECIFICATION	
<b>Key Aim of The Role</b>	To support with the administration, co-ordination and delivery of all curated events to the highest standard for Yeo Valley Ltd. Working with the Event Manager to ensure the smooth running of events in a positive and professional manner while fully embracing the company brand values and ethos.
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>♥ Support Event Manager to deliver: key employee engagement days E.g. Yeo Farming, Long Service celebration; consumer events e.g. Partner days, Farm to Fridge days (Farm tours), and Garden based events; and Charity and Community Engagement Events</li> <li>♥ Support Event Manager in the administration and organisation of big off site events such as Groundswell and the Organic Garden Festival</li> <li>♥ Produce planners for each event incl supplier details, quotes, H&amp;S reqs and budget</li> <li>♥ Raise POs, invoice external partners</li> <li>♥ Manage Eventbrite online (or similar) booking system – setting up events, and replying to booking enquiries</li> <li>♥ Monitoring event information and website content keeping it up to date</li> <li>♥ Use Survey Monkey (or similar) to send feedback forms after the events and that feedback is monitored and actioned where necessary</li> <li>♥ Check inventory: equipment, event kit hire to other internal departments, marketing collateral</li> <li>♥ Be aware of all health and safety requirements for each event, and work to required high safety standards</li> <li>♥ Actively contribute to departmental meetings and planning sessions</li> <li>♥ Attend all required training sessions and company briefings/updates</li> <li>♥ Publicise events at our YV venues</li> <li>♥ Be courteous and professional in all dealings with colleagues, suppliers, contractors, visitors and customers</li> <li>♥ To complete any other tasks deemed relevant by the event manager for the successful completion of the role</li> </ul>

<p><b>Personal Specification</b></p>	<ul style="list-style-type: none"> <li>♥ Be an ambassador for the Yeo Valley Organic brand and upkeep their values at all times</li> <li>♥ Can work under pressure whilst being flexible and supporting a culture amongst the wider Venues team of pride, ownership and a desire to exceed expectations</li> <li>♥ Be a Problem Solver</li> <li>♥ Work well under pressure</li> <li>♥ Have fab customer service skills</li> <li>♥ Have a good eye for detail e.g. when dressing venues</li> <li>♥ Be interested in Event H&amp;S, and have some knowledge of Food Hygiene</li> <li>♥ Be computer savvy incl knowledge and experience of Microsoft Word, Excel, Outlook and PowerPoint.</li> <li>♥ Be willing to muck in – this is a hands on job, and can involve erecting tents, loading vehicles, moving furniture, filling goodie bags, deliveries</li> <li>♥ Present yourself in a professional manner, keeping a high standard of dress and appearance</li> <li>♥ Be a self-starter, good attitude and keen to help</li> <li>♥ Flexibility with working hours including evening and weekends</li> <li>♥ Be able to work physically for the duration of your shift</li> <li>♥ Full UK driving licence (and be able to confidently drive a variety of vehicles, incl large vans, manual and auto, electric and non-electric)</li> </ul>
<p><b>Benefits</b></p>	<ul style="list-style-type: none"> <li>♥ Yeo Valley Ltd will contribute 8% of your salary into the company pension scheme.</li> <li>♥ Life Cover Insurance of 3 times your salary.</li> <li>♥ Health Cover Cash Back Plan with Westfield Health. This cover offers you cashback on your medical appointments (dental, optical etc).</li> <li>♥ Electric vehicle salary sacrifice scheme (subject to qualifying conditions)</li> <li>♥ Discounted Canteen and staff shop</li> <li>♥ 25 days holiday (plus bank holidays) pro rata</li> </ul>