



EVENTS CO-ORDINATOR

DERBYSHIRE COUNTY CRICKET CLUB

We are currently recruiting for an Events Co-ordinator to join a professional County Cricket Club based in Derby who will be responsible for supporting the conference and events team with the selling, planning, delivery and administration of all our cricket and non-cricket events.

The role is broad and very rewarding and the successful candidate will be involved in every aspect of the business from a customers' initial enquiry through to the post-event review with the customer.

Role requirements are as follows;

- Process hospitality, conference and events bookings using our in house CRM system
- Host customer visits and convert customer enquiries into bookings to develop future and repeat business
- Host events and provide official welcome on behalf of the Derbyshire CCC when appropriate
- Support and assist with digital and social media initiatives to engage and drive traffic to webpages
- Update the events social media channels, to include Twitter, Facebook, Instagram and LinkedIn
- Assist with general office admin as required providing administrative support for matchday and concert hospitality plus event related administration
- Support the events team with detailed event sheets
- Liaise with the operations team to make sure the events run smoothly by providing accurate information

- Support the Sales and Events Manager with enquiries and pro-active activities
- Provide a seamless journey for all our guests by building good relationships
- Manage events in our events booking system Ivvy
- Support with new enquiries
- Communication with guests over the phone and by e-mail
- Complete any training modules as required by ECB regulations or CPD

Knowledge and Applied Skills;

- Working knowledge of the events industry
- Able to develop positive working relationships at all levels and create a positive image
- Ability to communicate clearly and concisely both verbally and in writing
- Previous administration experience
- Strong customer services experience
- Proven written and numeracy skills
- Understanding and experience of diary management
- Experience of management of small projects or events to deadlines
- Ability to priorities tasks and work effectively under pressure

What we can offer you:

- A competitive salary and sales performance bonus
- 25 days paid holiday
- Free on-site parking
- 2 free tickets to every Derbyshire CCC match

To apply please send your up-to-date CV with a covering letter detailing your suitability for the role to Viv Sheppard, HR and Wellbeing Manager at Derbyshire County Cricket Club via jobs@derbyhireccc.com.

The closing date for applications is 7 April 2022 with interviews expected to be w/c 18 April 2022.

We are an equal opportunities employer and positively encourage applications from suitably qualified and eligible candidates, regardless of sex, race, disability, age, religion/belief or marital status.