

Placement Details

Job Reference: PLA/93/LSC

Job Title: Event Consultant

Location: Canal Basin Coventry

Total hours and days of work: 30 hours as part of the Employer Placement Scheme.

Salary: National Minimal Wage as part of the Employer Placement Scheme.
To be eligible for this scheme candidates must meet the following criteria:

- The candidate must reside in Coventry
- The candidate must be unemployed
- The candidate must fit into one of the following categories:
 - NEET (not in education, employment or training) individuals aged 16-18 years old
 - Graduate within the last 12 months
 - **Currently we have exceeded our limit on managers and we are trying to get it increased however we have had to suspend manager requests for the time being**

Please forward suitable candidates' details to the placements project team as below:

michael.brown@coventry.gov.uk
harjinder.kundra@coventry.gov.uk
caron.poole@coventry.gov.uk

Key Roles & Responsibilities:

The job is to generate bookings with venues in the UK for all types of events.. This will include telephoning clients, emailing clients and following up leads to arrange bookings. The candidate would be responsible for building the profile online also through various means and websites including posting events already booked and promoting future events online.

Main duties and tasks.

- Prospecting for new clients by cold calling and warm leads.
- Telephoning new and previous clients.
- Emailing clients
- Using databases to generate leads.
- Using the internet for research of venues suitable.
- Preparing contracts and emailing Brochures of the brand.

- Chasing payment for contracts issued.
- Marketing TER products online through social media.
- Growing the brand of TER with online presence.

Skills/experience /qualifications required:

Essential

- Enthusiasm
- Interest in music
- Marketing and promotional experience
- Communication skills including good telephone manner
- Ability to work under pressure under tight timescales.
- Self motivated with ability to work alone.
- Team player
- Organisational skills
- Own car essential and clean driving licence

Desirable

- Using databases
- Knowledge of the entertainment industry
- Sales and negotiating skills.
- Flexible working hours.
- Interest in social media
- Willingness to travel in UK

How to apply:

Criminal Record Bureau Check (CRB): NO

Closing Date: ASAP

Email: Application by CV ONLY to - employer.engagement@coventry.gov.uk



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