

JOB DESCRIPTION

Job Title: Events and Conferences Operative / Maintenance Operative

Working Hours: Mainly Monday to Friday 8.00am – 5.00pm.
Additional evening and weekend work will be required which will be completed on a five over seven shift system.

Role Requirements

Reporting to the Operations Manager you will be required to:

- Complete set ups and break downs for all conferences and events
- Assist with the maintenance of furniture, equipment and buildings
- Assist the Operations Manager in the general maintenance and ground care of the Kent Showground

Principal Accountabilities

1. To work with the Operations and Kent Event Centre teams in setting up all furniture and event assets for conferences and events held at the Kent Showground.
2. To ensure all furniture and equipment is kept clean and tidy and stored correctly.
3. To assist with the maintenance of all Society owned furniture, equipment and buildings.
4. To act as a point of contact for event/conference organisers during events in liaison with the Operations Manager and Kent Event Centre Manager.
5. To ensure health and safety regulations are adhered to at all times.
6. To assist with general ground care as time allows.
7. To work as part of the ground care and event set up team to ensure all aspects of the operations at the Kent Showground are performed to the highest standards.

In addition to the duties and responsibilities listed, the job holder will be required to perform other duties consistent with the Events and Conferences Operative role as required by the Senior Management Team and Board of Directors.

PERSON SPECIFICATION

Experience and Qualifications

Essential

- Clean UK full driving license
- Basic maintenance skills
- Previous physical role (paid or voluntary)

Desirable

- Qualifications in general maintenance and/or ground care
- Fork lift licence
- Scissor lift licence
- Experience of working in the events/conference industry

Personal Attributes

- Self-motivation
- Ability to work unsupervised
- Attention to detail
- Planning and organisation
- Time management
- Excellent communication
- Ability to work as part of a small team, interacting with others
- Ability to work under pressure
- Willingness to take on responsibility and accountability
- Eagerness to learn and develop good interpersonal skills
- Ability to use own initiative

**Kent County Agricultural Society and Kent Event Centre, Kent Showground, Detling, Maidstone, Kent ME14 3JF. www.kentshowground.co.uk. www.kenteventcentre.co.uk.
Registered Charity Number 1001191**