

Ponteland Memorial Hall

Business Development Executive Job Description



1. Ponteland Memorial Hall

Ponteland Memorial Hall has been at the centre of Ponteland community life for over 100 years.

With stage, catering kitchen, licensed bar, dance and exercise studio, car parking and a capacity for events up to 300 it is the ideal venue for all events including weddings, parties, conferences, dances, performing arts, markets and fairs, festivals, award ceremonies and much more.

The Ponteland Memorial Hall Charity Trustees organise events including the popular Winter Ale Festival, Charity Retro Disco, the Ponteland Art Festival and occasional concerts.

Ponteland Memorial Hall is run by an enthusiastic group of trustees supported by volunteers for the community of Ponteland. Its status is a Charitable Incorporated Organization registered with the Charity Commission 1188263.

2. The Role

The Charity Trustees are looking to recruit a Business Development Executive who will be responsible for identifying and pursuing new opportunities and driving revenue growth for Ponteland Memorial Hall. This role requires a proactive individual with excellent communication and negotiation skills, who can work collaboratively with trustees and external organisations to achieve our goals.

Tasks will involve:

1. Actively promote Ponteland Memorial Hall as a venue
2. Answering booking enquiries by email, messages or telephone
3. Meeting potential hirers to discuss their requirements
4. Entering details of bookings into the Hall's LemonBooking system.
5. Engage with regular hirers to support their use of the hall
6. Develop new activities and events at Ponteland Memorial Hall
7. Liaise with trustees and volunteers on bookings and event management
8. Provide regular reports to Trustees as required.

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9. Following Ponteland Memorial Hall's Policies & Procedures
10. Any other relevant duties

3. Hours

1. 12.0 hours/week (equivalent to 3 mornings/week)
2. 72.0 hours per annum paid leave (inclusive of bank holidays)
3. Flexible hours
4. Homeworking with meetings at the Hall as required

4. Benefits

1. Salary of £15.00/hr
2. Performance related bonus
3. Statutory pension
4. Statutory sick pay
5. Statutory maternity, paternity and adoption time off and pay
6. Statutory parental leave

This is pro rata (37.5 hr/week) to an annual salary of £29,250 and six weeks holiday

5. Person Specification

	Essential	Desirable
Knowledge	<ul style="list-style-type: none">• Previous experience in marketing or sales, including promotion of a venue• Professional qualification or good workplace experience• Financial awareness and excellent numeracy skills• Computer literacy e.g. Word, excel, e-mail, booking systems	<ul style="list-style-type: none">• Knowledge of Ponteland and community organisations• Understanding of Health and Safety requirements

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Skills	<ul style="list-style-type: none"> • Good communication and interpersonal relationship skills • Proven organisational skills • Project management skills • Ability to organise and prioritise work activities and meet deadlines • Analytical skills, attention to detail, ability to plan and co-ordinate 	<ul style="list-style-type: none"> • Able to maintain a high work rate and to handle a range of tasks, whilst completing priorities
Qualifications, Training and Experience.	<ul style="list-style-type: none"> • Evidence of higher-level administrative experience in a customer facing, busy, service-driven environment and organisation • Experience of report presentation, both literary and verbal • Experience in project management 	
Attributes and Attitudes	<ul style="list-style-type: none"> • A high level of personal integrity, with proven experience of handling sensitive situations with tact and diplomacy • Ability to display a non-judgemental, open-minded approach 	

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	<ul style="list-style-type: none"> • A natural enjoyment of working with all ages and groups within the community. • Capacity for creative and strategic thinking • Ability to work with limited supervision • Commitment to the principles and practice of equal opportunities • Willingness to develop own skills and attend training where necessary • High achievement, motivation, and ability to plan and manage own workload within timescales • Flexibility, proactive and able to work under pressure 	
<p>Other</p>	<ul style="list-style-type: none"> • Access to transport • Availability to work occasionally during weekends or evenings 	<ul style="list-style-type: none"> • Own car and full driving licence