

INFORMATION BOOKLET FOR CANDIDATES

EVENTS AND VISITS MANAGER POSITION AT THE EMBASSY OF IRELAND, LONDON

1. INTRODUCTION

The Embassy of Ireland, London invites applications for the following position:

- Events and Visits Manager for the Events and Visits Unit

The Unit is responsible for coordinating and overseeing all events held in the Embassy and externally, as well as managing the logistical aspects of incoming Ministerial and high-level official visits. The Embassy delivers a wide-ranging programme of events annually, with up to 4 large scale events held weekly during peak periods. Events include large-scale receptions, high-level lunches/dinners, and cultural events (e.g. concerts, theatre productions).

The main functions of the Events and Visits Unit include:

Event management:

- Logistical aspects of all in-house Embassy events, including liaising with relevant lead Section(s); issuing invitations, creating and managing RSVP lists; confirming catering requirements, operating the audio-visual system and liaising as required with the Ambassador's Office and the Press & Communications team;
- Internal recruitment and coordination of event volunteers;
- Performing front-of-house functions (supplemented by other Embassy staff as necessary);
- Liaising with and assisting the Utilities team to ensure the event venue is correctly set up;
- Development and oversight of Contact Management for invitations, through liaison with lead sections.

Visit management:

- Organisation of incoming Ministerial and senior official visits and liaising with the relevant lead Section on logistical aspects of the Ministerial/official programme, including transport, accommodation, catering;
- Meeting Ministers at airport and travelling with them to Embassy/external venue when required.

2. THE ROLE

The Events and Visits Manager will be responsible for developing a major events annual work plan in consultation with colleagues across the Embassy of Ireland and at HQ in Dublin. The successful candidate will lead on the coordination and delivery of major flagship annual events as part of this work plan, including Brigid's Day and St. Patrick's Day. The Events and Visits Manager will have Events and Visits Officers as direct reports, and will oversee the organisation and delivery of all Embassy events held in the Embassy (and externally where applicable). The Events & Visits Team also supports the logistical aspects of incoming high-level visits (e.g. Head of State, Government Ministers). The successful candidate can expect to support a wide-ranging programme of events, with up to four large scale events held weekly during peak periods. Events include large-scale receptions, high-level lunches/dinners and a diverse series of cultural events (e.g. concerts, film screenings, awards ceremonies, theatre productions).

The appointee will be required to undertake the following duties:

- Act as line manager to Events & Visits Officers, to include performance management and development (including training);
- Develop an annual events work plan, in consultation with colleagues across the Embassy;
- Lead a review of the Embassy's audio-visual capabilities and needs;
- Conduct a review of contacts management for events and implement findings. Oversee the maintenance and updating of a database of Embassy contacts for invitation purposes;
- Identify and implement enhanced sustainability practices in the delivery of Events at the Embassy;
- Oversee the planning, organisation and management of Embassy events, both in-house and externally;
- Plan and organise incoming high-level visits e.g. by Ministers and senior officials;
- Build network of external stakeholders (including sound engineers, production teams, videographers, photographers) to support the delivery of events;
- Liaise with relevant Embassy staff in respect of each event and visit - lead Section, Ambassador's Office, Communications team, chef, drivers and Administration Section;
- Develop procedures for event review and feedback to ensure events have clear objectives and measures of success (including lessons-learned, event analytics);
- Review arrangements for event accessibility and ensure events are accessible and inclusive for all;
- Coordinate the provision of briefing to the Ambassador's Office in advance of each event;
- Develop and deliver training to staff volunteers supporting events;
- Management of the Embassy room-booking system;
- Other duties as may be required.

3. ELIGIBILITY

Candidates must satisfy all criteria to be eligible to enter this competition.

Age

Applicants must, on or before 1 September 2022, be at least 18 years of age (i.e. born on or before 1 September 2004).

Right to work

The successful candidate must have a legal entitlement to live and work in the United Kingdom prior to recruitment.

References

Candidates should be of good character and references will be required.

Security Clearance for Local Staff

Police vetting will be sought in respect of individuals who come under consideration for appointment. Enquiries may also be made with the police force of any country in which the applicant under consideration for appointment resided. If unsuccessful this information will be destroyed. If the applicant subsequently comes under consideration for another position they will be required to supply this information again.

Requirements for the Post

In addition to satisfying the above eligibility requirements, candidates must be able to demonstrate the following key skills and attributes:

- Experience of managing staff including performance and development;
- Extensive experience in the Event management/hospitality industry;
- Experience of devising and implementing new processes and procedures;
- Excellent communication and interpersonal skills;
- Excellent ICT skills, including advanced knowledge of Microsoft Office (particularly Excel)
- Ability to work independently and as part of a small team;
- Ability to meet tight deadlines and work on multiple tasks at the same time;
- Ability to display resilience and remain calm and effective when working on fast-moving, high-pressure events;
- Good interpersonal skills and the ability to work effectively as part of a team as well as a commitment to maintain the Embassy's standards of welcome and hospitality;
- Flexibility to perform duties outside of regular working hours. Regular evening work is necessary for this position;
- The candidate must provide evidence of efficiency and effectiveness showing strong organizational, administration and time-management skills, attention to detail, ability to work under pressure and to manage multiple tasks;
- The candidate should provide examples of being solutions-oriented, and **committed to delivering results**, including by adapting approach if necessary;

Desirable Skills and Experience:

- A good understanding of the role of the Department of Foreign Affairs and the Embassy of Ireland;
- Technical skills and experience working with technical audio-visual equipment;
- Previous experience in a diplomatic mission;
- A Diploma in Event Management or Hospitality Management.

4. SELECTION PROCESS

STAGE 1 – APPLICATION FORM

Stage 1 of the selection process will involve short listing candidates on the basis of completed application forms having regard to the criteria set out therein. Candidates will be ranked on the outcome of the short listing and may be called to Stage 2 in accordance with their ranking.

STAGE 2 –INTERVIEW

Stage 2 will involve a competitive interview drawing on examples given in the application form. Persons invited to Stage 2 of the selection process will be required to verify and in some cases provide documentary evidence confirming responses provided in the application form.

A second interview may be included in the recruitment process. A skills test may be included in the recruitment process.

5. TERMS AND CONDITIONS

The successful candidates will be based at the Irish Embassy, 17 Grosvenor Place, London SW1X 7HR. The appointment will initially be on the basis of a one year (probationary) contract, with provision for termination on one week's notice in writing during this period if performance is considered to be unsatisfactory for any reason. Upon successful completion of the probationary period appointees will be offered a contract of indefinite duration.

This is a full time position. Appointees must be available to work 37.5 hours per week within a flexible pattern Monday to Friday between the hours of 8am and 10pm. Work to support evening events may, on occasion, extend beyond these hours.

Salary:

Events and Visits Manager: £50,322.19 - £60,865.87

Candidates should note that the salary scale is set at a level which takes account of the need to work additional hours. The new appointee will start on the entry point of the salary scale.

6. CANDIDATES' OBLIGATIONS

Candidates must not:

- knowingly or recklessly provide false information
- canvass any person with or without inducements
- interfere with or compromise the recruitment process in any way.

A third party must not personate a candidate at any stage of the process.

Any person who contravenes the above provisions or who assists another person in contravening the above provisions will be disqualified as a candidate; and where he/she has been appointed subsequent to the recruitment process in question, he/she shall forfeit that appointment.

7. CONFIDENTIALITY

Applications will be treated in strict confidence. All personal information received will be kept in line with GDPR guidelines.

8. GENERAL

Canvassing will disqualify

Candidates should note that canvassing will disqualify and will result in their exclusion from the process.

Deeming of candidature to be withdrawn

Candidates who do not complete and submit the Application Form before the specified date or do not attend for interview where requested or do not furnish such evidence as requested in regard to any matter relevant to their candidature, will have no further claim to consideration.

Expenses

Candidates will be responsible for any expenses incurred in connection with their candidature.

Referees

The referee may not be a relative.

9. APPLICATION PROCESS

Interested candidates should send completed application form by email to jobenquirieslondon@dfa.ie to arrive **before 16:30 hrs, 20th March 2023**

Applications received after the closing date will not be considered.

It is expected that the successful candidate will begin work in April/May 2023. Candidates must be available to attend if called for interview and to start work at short notice.

The Embassy of Ireland London is an equal opportunities employer.