



Job Information Pack

Senior Events Assistant

Foundry Sheffield, Victoria Hall Methodist Church

Closing date: **28th October, 2026 (Midday)**

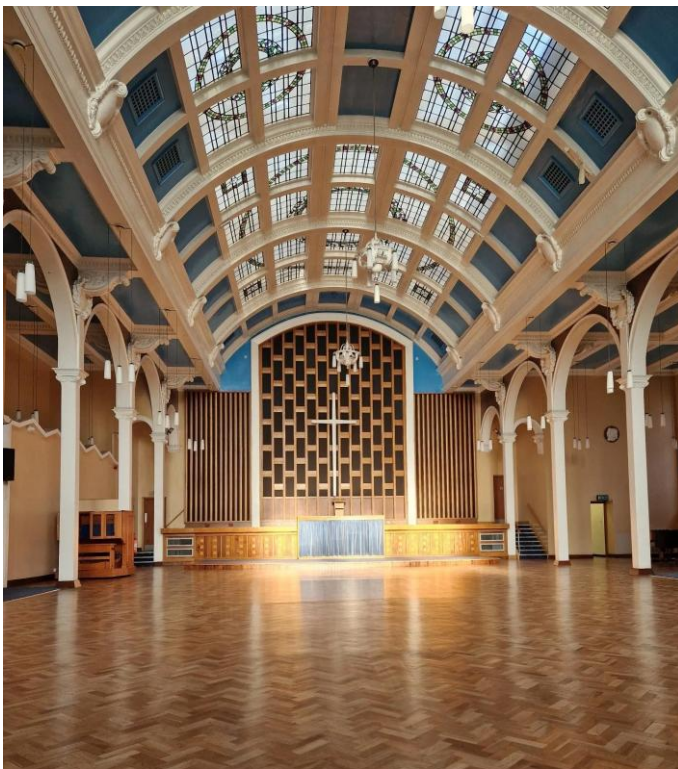
Interview date: **w/c 2nd November, 2026**

THANK YOU FOR YOUR INTEREST

Welcome, and thank you for your interest in the role of Senior Events Assistant at The Foundry Sheffield.

Victoria Hall is a prominent Grade II listed historic venue situated right at the heart of Sheffield city centre. As a Charitable Incorporated Organisation (CIO), The Foundry Sheffield operates this magnificent building as a vibrant community hub, conferencing venue, and home to essential charitable and voluntary organisations across our city.

Our building carries a rich legacy of civic hospitality and community service. Every week, Victoria Hall hosts a wide array of activities from orchestral concerts, public meetings, and conferences to crucial support services for vulnerable groups, community choir rehearsals, and charitable drop-in sessions.



The Senior Events Assistant is a cornerstone operational role within our team, and the successful applicant will play a vital frontline role in ensuring that every hirer, tenant, guest, and visitor receives a consistently safe, welcoming, and high-quality experience.

Whether preparing event spaces to customer specifications, managing live bookings, keeping our stock and spaces in top condition, or maintaining strict health and fire safety standards, your day-to-day contribution directly enables our charity and venue to flourish.

If you bring leadership experience in customer-facing environments, a keen eye and attention to detail, strong practical initiative, and sympathy with our charitable vision, we would be delighted to receive your application.

And, if you would value a conversation before submitting an application, please do not hesitate to reach out to me directly.

Warmest regards,

Richard Chisem

General Manager

The Foundry Sheffield

richard@victoriahallsheffield.org

JOB DESCRIPTION

Job title: Senor Events Assistant.
Employed by: The Foundry Sheffield (CIO Number 1162688).
Reports to: Accountable to the managing trustees of the Foundry Sheffield through an appointed Line Manager, who in this instance is the Foundry General Manager.

Key relationships: (Internal)

- The Foundry management, staff, and volunteer team.
- Contractors and suppliers.
- Users, hirers, guests, and visitors.

Purpose of role:

To support the management team with the delivery of a consistent, safe, and professional customer-facing service to hirers, visitors, and tenants.

Main responsibilities:

Event Set Up

- Prepare event spaces in line with customer specifications and layout requirements prior to client arrival.

Events Management Support

- Serve as the first point of contact for hirers and tenants, dealing with customer enquiries promptly and assisting the events team with raising proposals.
- Facilitate meetings, visits, conferences, and charitable works, including refreshment provision and maintaining high standards of room setup ready for customer arrival.
- Ensure customers have received, completed, and returned all relevant paperwork prior to the booking taking place.
- Ensure the booking system is kept up to date with all bookings and relevant information, displayed clearly for the team to see.

Event Break Down

- Clear rooms promptly once an event has finished, setting back to standard layout.
- Clean rooms immediately when required, adhering strictly to all applicable COSHH (Control of Substances Hazardous to Health) and Health and Safety regulations.

Back of House Duties

- Complete regular stock checks and compile purchase orders.
- Take responsibility for stock management and replenishment, ensuring adequate event and cleaning supplies are available to suit business needs.
- Ensure event and lettings spaces are kept at their best in anticipation of potential client viewings and bookings.

Financial

- Monitor and manage events income, invoicing accurately and following up with any customer or supplier with outstanding payments.
- Support The Foundry management team in income generation, working towards a set monthly budget and maximising opportunities for revenue growth.

Health and Safety

- Act as the designated Fire Marshall as and when required.
- Comply with all external health and safety legislation and adhere to, promote, and work within all existing internal policies and procedures.
- Ensure the health, safety, and security of staff, customers, users, premises, and equipment through monitoring and encouraging best practices at all times, reporting or rectifying issues in a timely and professional manner.

Other Requirements

- Fulfil any other responsibilities identified by the Line Manager that are reasonable to the role and in line with the existing and developing needs of The Foundry.
- Undertake relevant training as identified by the Line Manager to fulfil role requirements and maintain professional development.

Main terms:

Contract type	Permanent, part-time
Contract start	As soon as possible
Working hours	24 per week (spread across 4 days)
Working pattern	Irregular to include evening and weekend working
Annual leave	134.4 hours per annum inclusive of public holidays
Probationary period	3 months, potential to extend to 5 months
DBS Disclosure	Appointment is subject to satisfactory basic disclosure

Next Steps:

Enquiries and informal conversations about the role are encouraged. Please direct these by email to Richard Chisem, General Manager, at richard@victoriahallsheffield.org

1	Closes to applications:	28th October, 2026 (Midday)
2	Interview date:	w/c 2nd November, 2026

1. Applications received after Midday on 28/10 will not be considered We reserve the right to close the vacancy earlier than this date should a sufficient number of applications be received.
2. Interviews will be held in-person at the Foundry.

PERSON SPECIFICATION

Job title: Senor Events Assistant.

Employed by: The Foundry Sheffield (CIO Number 1162688).

Reports to: Accountable to the managing trustees of the Foundry Sheffield through an appointed Line Manager, who in this instance is the Foundry General Manager.

E = Essential, D = Desirable, M = Method of Assessment	E	D	M
Training and Qualifications			
Good understanding and use of written and spoken English.	Yes		A, I
Knowledge, Skills and Experience			
Demonstrated leadership experience within a customer-facing environment	Yes		A, I
Experience of working within the events industry or the charity sector		Yes	A, I
Experience of managing a small team		Yes	A, I
Experience of fire safety awareness	Yes		A, I
Effective in Microsoft applications, including Word, Outlook, and Excel	Yes		
Able to work with a range of software, including room booking software		Yes	
Strong organisational skills with excellent attention to detail	Yes		
Able to communicate effectively and able to demonstrate a defined range of interpersonal skills across a diverse range of stakeholders	Yes		
Previous demonstrated experience of managing income and working towards financial targets		Yes	
Previous experience of marketing and social media		Yes	
Previous experience of recruiting, working with, and supporting volunteers within a commercial environment		Yes	
Previous experience of and involvement with recruitment processes	Yes		
Qualities and Aptitudes			
Supportive and in sympathy with the vision and ethos of The Foundry	Yes		A, I
Able to create and maintain professional working relationships with a diverse range of people	Yes		A, I
Able to work under pressure, meet deadlines, and manage a varied workload while demonstrating resilience, discretion, and, as appropriate, confidentiality	Yes		A, I
Able and willing to work independently for periods of time without close supervision and as part of a team when needed	Yes		A, I
Any Other Requirements			
Able to work flexible hours, including some evening and weekend working	Yes		A, I
Proven awareness of and sensitivity to EDI within the workplace	Yes		A, I
A satisfactory basic disclosure with relevant barred list checks from the Disclosure and Barring Service	Yes		A, I

A: Application form; **I:** Interview; **DBS:** DBS Check

GENERAL INFORMATION

Recruitment Support and Adjustments:

If you have any questions about our hiring process, email hr@layemployment.co.uk using the subject line "Recruitment Support" so that we can get back to you as soon as possible.

We are committed to being an inclusive employer. If you require reasonable adjustments or accommodations due to a disability, neurodivergence, or health condition, please let us know how we can best support at any point during the application or interview stage.

Experience, Knowledge, and Skills:

The person specification lists the requirements for this post. To ensure a fair process, our shortlisting panel will only consider information written directly on your application form against these criteria. Please note that CVs will not be used to make shortlisting decisions.

Right to Work in the UK:

Any job offer will be conditional on you demonstrating the right to live and work within the United Kingdom, as required by the Immigration, Asylum and Nationality Act 2006. If an employment offer is made, you will be asked to provide official evidence of your entitlement before starting.

References:

All job offers are conditional on receiving satisfactory references. One referee must be your current or most recent employer, and the second should be from a previous, relevant work experience. Both referees must be able to comment on your suitability for this specific role.

Criminal Convictions:

Anyone who applies to work with us will be asked to disclose details of any unspent convictions during the recruitment process. Having a criminal record does not automatically bar you from working with us; it depends entirely on the nature of the job and the conviction.

Equality, Diversity, and Inclusion:

Our aim is to have a workforce that reflects the diverse talent and abilities within our communities.

In line with the Equality Act 2010, recruitment decisions are made solely on the basis of ability and merit, except where an explicit Occupational Requirement applies.

Data Protection:

The information you provide will be held in the strictest confidence and processed in line with our [Privacy Policy](#). By submitting an application, your data will be managed securely in accordance with these guidelines.