



Venue Development Manager

Full-time, United Kingdom, London

Department

Central Services - Operations

Employment Type

Full-Time

Minimum Experience

Experienced

Our Central Services department is looking for an experienced Venue Development Manager to develop, execute and grow income streams from our national venue portfolio by securing venue hire bookings across a diverse range of markets such as wedding receptions, corporate dinners, conferences, events and meetings. Your job will be to:

1. **Develop and launch the venue hire business.**
2. **Deliver high quality end-to-end event management.**

You will have excellent sales and marketing experience coupled with commercial event management experience. You will be entrepreneurial with excellent networking skills and a proven track record in forging and managing client relationships, generating leads and managing those leads through to sales.

You will ensure every customer has an excellent brand experience at all our venues, with a focus on our buildings in Kent and the London Hub. You will be involved in recruiting and overseeing venue managers in our other locations. You will be a self-starter who is excited by the prospect of overseeing a broad range of venues, meetings, and events.

You will have experience in hands-on event management, overseeing the client's requirements and delivering them with excellence, including managing casual staff hiring, arranging external catering and equipment.

Some travel will be required to manage face to face events with possible overnight stays including some weekends. You will have the opportunity to both work from home and from our office in central London.

Business Development

- Create a relevant and dynamic presence in the Venue Hire market that delivers continuous leads and sales.
- Design & develop marketing and sales materials to support Hillsong's *route to market* plan.
- Drive to completion Hillsong's Venue *route to market* plans, including but not limited to:
 - Advice into web design and brand assets,
 - Determining pricing structures, budget structure
 - Creating KPI's, policy & procedure documents,
 - Creating booking forms/systems,
 - Liaison with capital works program manager
 - Creating venue profiles and upload to venue finding sites.
- Create processes to ensure the capture of data from events, for example through a CRM.
- Communicate with excellence to all within and outside of Hillsong.

End-To-End Event Management

- Manage multi-site venue hire booking and operations, including:
 - booking process, contracts, specification, payments, credit control, invoicing.
 - event enquiries, from external and internal customers.
 - health and safety & risk management assessments.
 - venue and supplier contract negotiations such as catering, drinks & equipment.
 - casual labour suppliers and event casual labour staff
 - event coordination from setting up of equipment such as tables and chairs to meeting and greeting delegates ensuring a high level of customer service.
 - Manage, keys, codes and event supplies.
- Manage to a marketing and operational budget including revenue reforecasting & financial record keeping
- Evaluate and report on the success of each event and considering areas of improvement.



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Qualifications:

- Knowledge of current national conferencing and events markets and trends across different demographics
- Hold appropriate Health and Safety Qualification or the willingness to train to acquire
- Training, or qualification in events management or Prince 2 or other industry project management qualification

Experience:

- Track record of new business development and marketing campaigns.
- Evidence of media and marketing product.
- Experience in venue management and sales
- Experience managing church venues for commercial hire.
- Proven experience in venue booking sales and operational delivery
- Delegating and managing the work of others

Why work for Hillsong Church?

We work in a dynamic, growing, Christ-centred environment that is influencing the world.

We're always looking for people to join our team! We have a range of exciting employment opportunities spanning various occupations, capabilities, and skill levels. Turn your passion for God into a career that builds the local and global church.

Employees at Hillsong are offered some great benefits including:

- 28 Days Annual Leave including bank holidays PLUS additional leave for office closure on the days between Christmas and New Year
- Enhanced Company Maternity leave
- Employer Pension Contribution
- Flexible working including hybrid working from home where possible
- Annual staff retreat at offsite location
- In-house learning and development with access to resources via online platform for enhancing personal and professional skills
- Opportunity to apply for financial and leave support for external study programs and qualifications
- Access to Employee Assistance Programs, including health, wellbeing, and other support available. Specialist wellbeing resources and support available.
- Health Intervention program offering opportunity to be referred to professional health services.
- Interest free Season Ticket and Bike2Work loans

If this sounds like you, we would love for you to apply today!