



Grist Environmental

Job Vacancy - Event Coordinator

We have an exciting new role for an enthusiastic and well organised individual, with a positive can-do attitude, to join our Event Waste Management Team.

In this front-of-house role you will be liaising directly with the client before, during and after their event by assisting our Events Director and our Head of Projects and Compliance in managing the event from start to finish including preparing quotations, invoicing, organising equipment and supplies, liaising with the waste management staff on site during and after the event and providing excellent customer service to the client throughout.

This role is a combination of office-based administration and on-site management of the event so the ideal candidate needs to have a love for working outdoors without being deterred by the Great British weather and be willing to roll their sleeves up and get their hands to whatever task needs doing in order to provide the outstanding service that our reputation reflects.

Duties include:

- Liaising with the client before, during and after the event
- Organising and overseeing staff and their duties throughout the event
- Coordinating facilities and equipment required
- Managing site set up, the post event break-down and site clearance

Experience & Qualifications:

- Previous experience in a similar role or industry would be advantageous
- Driving licence essential
- Good working knowledge of MS Word and MS Excel

Hours of Work:

This is a full-time, permanent role with a minimum of 40 hours per week. During the event season which typically runs from May to September, work hours will vary to meet client requirements and will require weekend and night time work including overnight stays (in camping style accommodation, transport and food provided).

Benefits:

- £ Competitive rate of pay (relevant to experience)
- 28 days' holiday (includes Bank Holidays)
- Company pension scheme

Start Date:

Immediate start

How to apply:

Please complete the application form attached and return to:

Vacancies@gristenvironmental.com (please include **EVENT COORDINATOR** in the subject of your email)

Or post to the address indicated on the application form.

(a downloadable word document version of this form can be found towards the bottom of our Vacancies page)

CONFIDENTIAL

Please complete accurately in **Ink** or **Type**
If you have a current CV, please submit with this application (not in place of)

Position applied for: EVENT COORDINATOR
--

Surname:		Title:
Forename:		
Home Address:		
		Post Code:
Home Tel No:	Mobile Tel No:	
Work Tel No: Can we contact you on this number? YES/NO	Email address:	

Have you ever been employed by Grist Environmental previously? If yes give details:	Yes/No
Do you require a work permit? YES/NO	Do you have a National Insurance Number? YES/NO

Do you have a current driving licence?	YES/NO
Car: <input type="checkbox"/> HGV: <input type="checkbox"/> if yes state which class _____	Motorcycle: <input type="checkbox"/>
Please give details of any endorsements _____	
Do you have your own transport to get to and from work?	YES/NO

EMPLOYMENT HISTORY Please give details for the last 5 years

Name and Address of Employer:		Tel. No:
Job Title:	Salary or Hourly Rate: Bonuses:	Hours Worked per week:
Duties/Responsibilities:		Reason for Leaving:

Name and Address of Employer:		Tel. No:
Job Title:	Salary or Hourly Rate: Bonuses:	Hours Worked per week:
Duties/Responsibilities:		Reason for Leaving:

Name and Address of Employer:		Tel. No:
Job Title:	Salary or Hourly Rate: Bonuses:	Hours Worked per week:
Duties/Responsibilities:		Reason for Leaving:

Name and Address of Employer:		Tel. No:
Job Title:	Salary or Hourly Rate: Bonuses:	Hours Worked per week:
Duties/Responsibilities:		Reason for Leaving:

Continue on a separate sheet if necessary.

EDUCATION AND TRAINING

Most roles require some administration by our employees and the role may involve interacting with members of the public. It is also important that all our employees understand all Health and Safety regulations. Therefore, we need to ask:

Have you been educated to a basic standard in: **English:** YES / NO **Maths:** YES / NO

Can you read English? YES / NO **Can you write in English?** YES / NO

Please tell us about any qualifications that you feel are relevant to the role (you may be required to produce the original certificates/documentation for any qualifications you have achieved):

Qualifications and training courses (professional/trade/job related) completed			
Subject	Level	Grade	Year Completed

Current Membership of Professional Bodies			
Name of Institute/Association	Grade of Membership	Date Achieved	Gained by Exam Yes/No

ADDITIONAL INFORMATION

Please supply additional information that you feel appropriate to your application, including achievements and skills gained, which you consider relevant to the post and that relate to the criteria contained in the person specification. Continue on separate sheets if necessary. Please number any additional sheets.

REFEREES

Please give the details of two people, not relatives, who have consented to act as referees on your behalf, one of whom must be your present or most recent employer. Confidential references may be taken up, normally by letter, before the interview unless you place a **X** in the box to indicate that you do not wish your referee to be approached. No appointment will be confirmed until satisfactory references have been received.

Name, address, telephone number and email address:	Capacity in which Referee knows you:
Name: <input type="checkbox"/> Address: Post code: Tel No: Email address:	
Name: <input type="checkbox"/> Address: Post code: Tel No: Email address:	

Please state where you saw this vacancy, or if recommended, by whom:

Personal Declarations:

I declare that the information on this form is, to the best of my knowledge, true and complete. I understand that any wilful mis-statement or omission may render me liable to dismissal if engaged and that any appointment will be subject to receipt of satisfactory references, eligibility to work I the UK document check, medical check and other enquiries.

Please note that in compliance with the Data Protection Act, the information you provide on this form will be stored for our personnel records whilst processed and thereafter if appointed by the company.

Signature: _____ Date: _____

If there are no current vacancies or you are unsuccessful on this occasion, please tick the following box if you would like your information to be held securely on file by HR for future consideration: