

Buckinghamshire Railway Centre

Vacancy: Events & Functions Supervisor



Established local business in Quainton is looking for an:

Events & Functions Supervisor

Duties will include: Supervising the use of Buckinghamshire Railway Centre by third parties for Functions and also during the Centre's own events. This will include regular weekend and late night/early hours working, securing the buildings and site, acting as liaison with the third parties and their suppliers, acting appropriately in emergency situations and a certain amount of clearing up after the Event/Function has finished – see full job description for more information.

You will be working with other staff and volunteers to deliver a high quality service level to visitors at all times and will have a 'can do' attitude, with an ability to take responsibility when called upon to do so, have excellent communication skills, be generally physically fit due to the demands of the role, and a team player. A current first aid certificate is required or a willingness and aptitude to obtain one along with Fire Marshall/Warden certification - some previous experience is preferred, but not essential.

Hours of work will include weekends, and Bank Holidays throughout the year. Rate of pay will depend on experience of the applicant.

All enquiries to Emma Toth – Functions Manager at the Buckinghamshire Railway Centre on 01296 655720 or functions@bucksrailcentre.org