

Venue Hire Manager

Part-time (3 days per week), based in London (hybrid and flexible working)

Salary: £25k - £30k pro-rata + commission based on venue hire.

Job Purpose:

The Jewish Vegetarian Society (JVS) is the UK's leading Jewish charity championing a plant based lifestyle, the environment and animal welfare. Our building in Golders Green hosts JVS events, charities and includes rooms & accommodation which is rented out as a source of income.

Your key focus as a Venue Hire Manager is to build the marketing strategy for renting out the new, state of the art venue, and ensure a steady income from events at the building. You will be the main point of contact for prospective renters, executing the venue hire from booking to the event itself.

Key Accountabilities and Responsibilities:

- Create and execute a marketing strategy for renting out the hall/kitchen/conference room including for weddings, Bar/Bat mitzvahs, meetings, away days, conferences and any other suitable events.
- Coordinate venue bookings using provided room rental software.
- Conduct proactive outreach to promote bookings.
- Liaise with the Building Manager and Charity Administrator to ensure the venue is prepared (for example equipment is set up).
- Provide tours to prospective venue renters.
- Be on-site for major rentals, where needed.

Personal Profile:

- Excellent customer service in a commission based environment.
- Venue or building hire experience, or similar relevant experience.

Applicants are invited to fill in an application form at www.jvs.org.uk/jobs.