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**Events Supervisor**

**Accountable to: External Events Coordinator**

**Hours: 0 Hour Contract**

**Location: LSESU, Central London**

**JOB PURPOSE**

* **To uphold and maintain the high service standards of LSESU during conferences and events.**
* **To be the first point of contact for and supervisor of all external events.**

**KEY RESPONSIBILITIES**

* To ensure that all clients/attendants of events at the Students Union are looked after and provided with a high level of customer service.
* Ensuring that all requirements for events are met and that the appropriate feedback is given to the External Events Coordinator.
* You will be required to supervise Event Stewards/Event Staff at large scale events.
* Setting up and breaking down spaces before and after events.
* Assisting the Bars & Catering Teams in the provision of services for the Events Program.
* Responsible for general housekeeping.
* To maintain the health & safety standard of the venue and monitor and correct any hazards that could cause harm to someone attending events.
* Have knowledge of the fire evacuation procedures of the building and enforcing them throughout your shifts.
* Have knowledge of First Aid and Accident Response procedures and how to implement them.
* Any other adhoc duties.

You will also be expected to express a professional discretion and respect for the privacy of our higher level guests at the Students Union.

**GENERAL DUTIES**

In addition, all staff have the following general duties laid out in their job descriptions:

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* Contribute to the positive and professional image of the Union and not act in such a manner as to bring the Union into disrepute.
* To observe and uphold the requirements of the Union Constitution and act at all times in accordance with policies including equality of opportunity.
* Undertake any other duties appropriate for the grade and responsibilities of the post that may from time to time be reasonably requested.
* Where you are required to work with volunteers you must support and manage them appropriately in line with the Students’ Union volunteer policy.
* Environmental consideration and environmental best practice is the responsibility of all Students’ Union staff
* Any other tasks that would be deemed suitable within this role as directed by line manager.