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**Events Supervisor**

**Accountable to: External Events Coordinator**

**Hours: 0 Hour Contract**

**Location: LSESU, Central London**

**JOB PURPOSE**

* **To offer and maintain the high service standards of LSESU during conferences and events.**

**KEY RESPONSIBILITIES**

* Maintaining the health and safety of the staff/students/members of the public attending a conference or event.
* Preventing the overcrowding of the venue. Each venue has a strict limited capacity to prevent the risk of major problems in the event of an evacuation.
* To maintain the standard of the venue and monitor and correct any hazards that could cause harm to someone attending the event.
* Have knowledge of the fire exits and escape routes and how to react in case of an emergency evacuation of the venue.
* Have knowledge of First Aid arrangements.
* Responsible for general housekeeping while on shift.
* Setting up the venue prior to the event and restoring it to normal after the event.
* Stewarding people into the venue and ensuring that all seats are filled at a busy event.
* Holding the roving microphones for Q & A sessions
* Working the cloakroom/registration desk.
* Assisting the Bars & Catering Teams and with other duties requested by a senior member of the management team.
* Any other adhoc duties.

Event Supervisors tasks/roles may also include:

* Briefing the event organiser of venue housekeeping information (Wifi arrangements, Furniture arrangements, locations of fire exits and toilets etc)
* Supervising other event stewards.

**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.