

Job Description – Birmingham Ceremonies

Coordinator - Cleaning, Catering & Waste

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| Job title | Coordinator – Cleaning, Catering & Waste |
| Department | Operations, Birmingham Ceremonies |
| Position Type | Full Time |
| Reports to | Operations Manager - Cleaning, Catering & Waste |

1. Job Purpose

Birmingham Ceremonies is the production company delivering the Opening and Closing Ceremonies of the Birmingham 2022 Commonwealth Games, the largest multi-sport event to be held in England in the last 10 years.

Birmingham Ceremonies are looking for a Coordinator - Cleaning, Catering & Waste to support the Ceremonies - Cleaning, Catering & Waste team across both the Opening and Closing Ceremonies. In addition to this coordinator role, the team consists of the Operations Manager and two Assistant Managers who cover the Stadium and the Rehearsal Venues.

This role is based in Birmingham and will suit someone with extensive local knowledge of the area, community, and location. This role will provide support on the Ceremonies, with a focus on delivering the Cleaning, Catering & Waste requirements for the Ceremonies.

The ideal candidate will be self-motivated, with excellent organisation, office, and communication skills. A passion for and experience in live events and/or theatre is desirable but not essential.

Candidates must have the right to work in the UK.

2. Key Responsibilities and Accountabilities

The role Includes:

The Coordinator - Cleaning, Catering & Waste will have the following responsibilities and accountabilities:

- Work with the Operations Manager and Assistant Operations Managers, to coordinate the Ceremonies Cleaning, Catering & Waste requirements.
- Support in the administration of Ceremonies Cleaning, Catering & Waste requirements including liaison with other Ceremonies departments and outside stakeholders.
- Schedule and allocate all Ceremonies Cleaning, Catering & Waste requirements.
- Ensure that Ceremonies are aware of the Cleaning, Catering & Waste policies, deadlines, and specifications of external stakeholders.
- Support in the implementation of Ceremonies-specific Cleaning, Catering & Waste policies and timelines.
- Participate in the development, implementation and maintenance of Catering, Cleaning & Waste processes and reporting procedures.
- Support in all administrative duties for the Catering, Cleaning & Waste team. This may include (but is not limited to), booking meetings, arranging appointments, researching and

liaising with suppliers, arranging deliveries.

- Scheduling.
- Attend Ceremonies meetings as required.
- Comply and respond to all OC and BCL procedural, administrative, and operational guidelines and instructions.
- Promote Equality and Diversity as part of the culture of the organisation.
- Respond to all OC and BCL procedural, administrative, and operational guidelines and instructions.

CATERING SYSTEMS

- Coordinate the Ceremonies meal box, snack, and water requirements.
- Coordinates meal box, snack, and water distribution operations.
- Assist in coordinating the Ceremonies workforce catering requirements, set up and operational needs.
- Works with the OC and OC suppliers in the provision of meal boxes and Pay As You Go Concession suppliers.
- Works with OC to coordinate the Obligatory Feeding voucher requirements and distribution across all venues
- Coordinate the Ceremonies VIP Green Room, dressing room and Control Room requirements.

CLEANING AND WASTE SYSTEMS

- Assisting in coordinating Ceremonies cleaning and waste removal requirements across all venues
- Works with the OC and OC suppliers to ensure that cleaning and waste requirements are completed to the highest of standards and included in the overall BCL sustainability reporting and adhere to the 'zero to landfill' policies.

This is an evolving position and responsibilities may change over time.

| Person specification | | |
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| 3a) Skills and experience required | | |
| Area | Critical | Desirable |
| Skills & Ability | <ul style="list-style-type: none"> • Experience of managing and operating databases. • Excellent administrative and organisational skills (MS Office skills are essential for this role) • Strong written and verbal communication skills and excellent interpersonal skills • Accuracy and meticulous attention to detail • Collaborative – Humble, and personable – someone who will build relationships easily • Energetic and dynamic individual with high level organisational skills, and an attention to detail • Ability to build relationships, with people at all levels (internal or external) • Confident in working within stringent reporting processes | <ul style="list-style-type: none"> • Experience in a similar capacity for a theatre production or events company • Experience in live events |
| Knowledge and Experience | <ul style="list-style-type: none"> • Experienced in administrative management • Familiar with Birmingham – the city the people, and the Arts and Cultural institutions and establishments | <ul style="list-style-type: none"> • Experienced in working within a multi- stakeholder environment |
| Qualifications | <ul style="list-style-type: none"> • Educated to A Level or equivalent | <ul style="list-style-type: none"> • |

| 3b) Personal Qualities | |
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| Teamwork | <ul style="list-style-type: none"> • Confident, enthusiastic, and pro-active self-starter, with a desire to further their experience • Embraces diversity and displays respect and loyalty to colleagues, the organisation, and partners • Engages effectively, and is highly supportive towards others • Highly collaborative, taking the time to engage with team members • Reliable and committed to success of the team • Embraces change and is adaptable • Able to multitask and willing to take on additional roles and tasks • Ability to work with discretion • |
| Communication | <ul style="list-style-type: none"> • Natural communicator at all levels, approachable and knowledgeable |

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| | <ul style="list-style-type: none"> • Open and transparent but also maintains trust and confidentiality at the highest level |
| Commitment and results delivery | <ul style="list-style-type: none"> • Displays the highest levels of integrity and commitment with an ability to deliver excellent results • Plans ahead and manages time effectively • Deals with ambiguity, flexible and creative in approach to delivery • Resilient and positive through change and adapts positively • Takes accountability and ownership of tasks and problems • Tenacious and seeks to overcome obstacles and challenges • Uses initiative to resolve matters within control and understands when to pass on relevant issues or incidents • Follows rules and guidelines • Provides high quality work that is fit for purpose |
| Motivation and drive | <ul style="list-style-type: none"> • Self - motivated and proud to be part of the experience • Passionate and committed individual • Demonstrates enjoyment in their work • Professional, polite, and approachable manner • Positive attitude and optimistic • Resilient and calm |

We are an equal opportunities organisation and Disability Confident employer, and we encourage applications from all backgrounds and communities.

To apply for this role please email recruitment@birminghamceremonies.com with your CV and Covering Letter.

On occasions where we receive a large number of applications, we may close the advert ahead of the publicised closing date.

We would therefore advise that you submit your completed application as soon as possible.