



The Whitworth

— Est 1890 —

Events and Community Manager Recruitment Pack



Role title: Events and Community Manager

Salary: In the region of £26,000 - £30,000 pa

Hours: Up to 37 hours (30 hours considered pro rata)

Contract: Permanent (3 month probationary period)

Reporting to: John Wood, Trustee (Finance and People Lead)

Deadline for applications: 12pm, Thursday 30th January 2025

Welcome

Welcome and thank-you for your interest in joining the Whitworth Trust, the charity that operates the Whitworth Centre for benefit of the people of Darley Dale and neighbouring parishes.

Our Grade 2 listed building and 10 acres of beautiful parkland are steeped in Victorian industrial history. Lady Louisa Whitworth, wife of the industrialist Sir Joseph Whitworth, had a vision of creating a place where people could meet for leisure, recreational and educational purposes. The Whitworth is unique in that it is the only surviving Whitworth foundation that continues to operate under the terms of its original endowment.

Today the Whitworth is the heart of the Darley Dale community, offering a public park with sports fields and playground and hosting a number of groups and clubs. We run the Terrace Café in the building and host Darley Dale Town Council. The versatile ballroom, hall and two other meetings rooms host a wide range of events from weddings to workshops, yoga classes to children's parties.

The Whitworth Trust is dependent on the support of Darley Dale Town Council, local people and businesses. Every penny that comes from the sale of an ice cream in the cafe, or a donation made to us, is reinvested in the building and park. Proud of our heritage, we are looking to the future to continue to realise the vision of our founders and meet the needs of the local community today.

You would be joining at a significant moment for the Trust, as we focus on the difference we can make and securing the legacy of the Grade II listed building and park. Our board of trustees and staff team are diverse but we all share a passion for the Whitworth, what it has given us and our families, and the important role it plays in community life.

I hope this information pack helps you find out more about joining us. You can find out even more about us on our website or if you'd like an informal chat about the role please contact us.

Chris Ragg

Chair of Board of Trustees

Job description

The role – main purpose and scope

We are keen to appoint a creative, well organised and enthusiastic Events and Community Manager, with good people and organisational skills to develop and deliver an events programme by working with community groups, creative industries, local clubs and companies. Our Events offer is at the heart of the Whitworth's charitable work and you will be central to achieving our mission for the community.

Key responsibilities – what you will be doing

You will be responsible for creating and hosting events, managing and overseeing the event diary and working with the other members of our small but enthusiastic team to ensure that all events are as successful as possible. Main objectives will be:

- Attracting more people to the café, park and building by promoting and marketing the Whitworth as a great local resource through a range of promotional channels.
- Crafting and creating a varied programme of events with broad appeal and plan, promote and deliver them successfully.
- Attracting more established events to the Whitworth including classes, exhibitions and lectures.
- Implement a simple but robust booking and event management procedure to maximise availability and ensures all supporting actions are identified and completed.
- Act as the first contact point for leads and convert to bookings.
- Coordinating the in-house cafe and caretaking teams and external contractors/agency personnel to ensure that events run smoothly and successfully, such as room set up and catering requirements .
- Build good working relationships with the various community groups who have regular bookings.
- Ensure all events are run safely and in keeping with the health and safety policy, producing risk assessments where appropriate.
- Monitor and evaluate the performance of the events and community programme to ensure cost effectiveness, customer satisfaction and achievement of the charitable purpose.
- Prepare reports for and attend the monthly Business and Finance sub-committee meeting.

Skills and experience – what you will need to bring with you

You don't need all of these skills and experiences to do the job well, but we think you will be more comfortable in this role if you can bring:

- Experience of delivering and supporting events, ideally in a similar setting.
- Experience of and enthusiasm for being a first port of call to meet and greet new and existing customers.
- Excellent organisational and administrative skills.
- Excellent verbal and written communication skills.
- Experience of working autonomously.
- Understanding of working with communities and building relationships.
- Understanding of event evaluation and reporting practices.
- A working knowledge of social media and website editing would be valuable.
- Flexibility in your working hours to best meet the role's needs, some evening and weekend work will be necessary.

Values are important to us too, so we ask people to also bring a commitment to:

- Honesty and integrity.
- Passion and ambition.
- Community and the environment.



Our commitment to diversity

At the Whitworth we believe it is our responsibility to strive for a society where we can all be ourselves and feel able to reach our full potential, whatever our identity and background.

We value all the people who work and volunteer here, and we want everyone to be able to reach their potential with us. This means listening to and understanding people's views, creating an environment where everyone is treated with respect and able to contribute fully.

We want to ensure our team is diverse and represents Darley Dale as a whole. We welcome applications from groups who are under-represented at the moment, including women, people with a disability and people of colour.

How to apply

Please send a current CV and a covering letter outlining your relevant skills and experience and your motivation for the role, in no more than two pages, to enquiries@thewhitworth.org for the attention of John Wood.

Once we receive your application, two members of the board of trustees will review your application against the requirements of the role. Shortlisted candidates will be invited for an interview so we can get to know you, and vice versa.

If you have any questions please do get in touch with us:

enquiries@thewhitworth.org

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