**ROLE PROFILE**

|  |  |  |  |
| --- | --- | --- | --- |
| **Role Title** | **Event Runner** | **Location** | **UK** |
| **Business Unit** | **Peppermint, Operations** | **Job Family** | **Events** |
| **Reports to Role Title** | **Event Manager** | **Hourly Rate** | **£10.20** |

|  |
| --- |
| **Purpose** |
| Event Runners are the brawn of the onsite operations team as they provide event support and ad hoc tasks, which vary from event to event and depending on what department you are supporting/ reporting to.  Due to the nature of the work, potential candidates must have great physical stamina, great time-keeping skills, a ‘can-do attitude’ and the ability to work under pressure. The hours are flexible, but can also be demanding. There are pinnacles working at all hours of the day and night, each day has a new set of challenges to be met. |
| **CORE ACCOUNTABILITIES** |
| **MAIN RESPONSIBILITIES**   * Help to ensure bars have the right kit and deliver top ups as needed * Provide support for quick fixes on the bars – including tills * Collect/ Distribute paperwork and keys if necessary * Help bar managers with the end of the night close down – including stock counting * Distribute and put up menu’s * Move/ deliver stock as needed * General event support/ Ad hoc tasks * See in deliveries * Loading/ unloading of trucks |
|  |
| **KNOWLEDGE/ EXPERIENCE/ SKILLS**  **ESSENTIAL:**   * A flexible and adaptable approach to work * Good physical stamina * Ability to work well as a team and take instructions well * Excellent interpersonal skills with a strong command of the English language * Polite, helpful and friendly approach * Problem solving skills and the ability to think on your feet   **CONTACTS/ KEY RELATIONSHIPS & NATURE OF INFLUENCE**  **Internal (On-Site):**   * Event Manager * Stock Manager * Project Manager * Back Office Manager * Bar Manager |
| **TECHNICAL/ BEHAVIOURAL/ PERSONAL COMPETENCIES and REQUIRED VALUES** |
| **Passion**: We tackle challenges and opportunities with passion and enthusiasm. Across the business we have fun whilst we do it.  **Agility:** We are always flexible to the needs of the business. Our people generate innovative ways of working. In return our leadership embraces new ideas and opportunities.  **Team Work:** We work as one team to achieve a common goal. We support our customers, our retail Franchisees and each other.  **Customer Focus and Excellence:** We make a difference by going the extra mile for our customers and each other   * Proactive approach * Presentation * Organisational and time management * Communication * Attention to detail * Innovation |
| **BUSINESS SPECIFIC REQUIREMENTS (OPTIONAL SECTION)** |
| **OPERATING ENVIRONMENT & CONTEXT:**  *The business is seasonal. Summer months are incredibly busy – busiest periods between June and September. Many event sites are outdoor events and festivals.*  **TRAVEL & OTHER REQUIREMENTS**   * Travel required to and from events on an ad-hoc basis during the summer months * Overnight stays/weekend work will be required |