

# Events and Grounds Operative

## Background

Grandstand Stoneleigh Events manages the NAEC Stoneleigh venue which hosts a diverse range of exhibitions, corporate conferences, national sporting events, and outdoor events. The venue typically services 300 events per year. The Company also provides other in-house services such as hotel accommodation, catering services, security, and transport management. In addition to the event business, the company also provides the grounds maintenance services for the Stoneleigh Park business park.

The company is looking to recruit an Events and Grounds Operative, a role which is within the facilities department and covers both the events business and grounds contract. Ideally the applicant will have a forklift truck license but must have a driving license. A list of duties is provided below.

The role will suit somebody who:

- Enjoys work both indoors and outdoors.
- Someone who works well as part of a small team however can also work independently without close supervision.
- Has a positive, can do attitude.
- Has good time management and attention to detail.
- Enjoys meeting new people and clients. Every day is different and presents new challenges.

## Key Responsivities

This list is not comprehensive.

### Exhibitions

- Preparation of exhibition space, both interior and exterior space, pre and post event.
- Assist with loading and offloading of clients / customer exhibits.
- Installation and removal of signage, both inside and outside of exhibition space.
- Setting up and removal of our own equipment such as furniture, barriers, and fencing.

### Grounds

- Cutting and strimming of the grassed areas.
- Watering of grassed areas as required,
- General weeding and pruning tasks.
- Certain general maintenance tasks.

The hours of work are 40 hours per week as standard however there will be evening and weekend shifts on top of this allowing opportunity to complete overtime.

Should you be interested in applying for this position, please provide a copy of your CV and indicate your current employment status, including notice period if appropriate.

The position reports into the Facilities Manager.

Job Types: Full-time, Permanent

Salary: £26,000 per annum