



The Guild of Fine Food is a trade body, magazine publisher, events organiser and training provider, working exclusively in the market for local, regional and speciality food & drink across the UK and beyond. Our members and clients range from small, artisan cheese-makers to famous retailers including Fortnum & Mason, Selfridges and Harrods.

Like most things in fine food we're expanding, and we are currently looking for a dynamic events person – a love of good food a definite bonus.

## **Events assistant**

**London, SE1  
Full time**

**Package negotiable and in line with experience and ability**

We're looking for an events assistant to work across our portfolio of awards, exhibitions and the trade association for the thriving speciality food & drink market.

### **THE ROLE**

Based in our London office (No. 42), you be working primarily with our events manager based in London. You will be involved in the running, co-ordination and delivery of our high-profile food awards – Great Taste and World Cheese Awards – as well as helping to run our London venue.

### **YOUR BACKGROUND**

You will have experience in an office environment and be willing to work as part of a team. You should be able to demonstrate project management skills and have an ability and willingness to run events which will involve some weekends and occasional visits to our HQ in Dorset.

### **TASKS & RESPONSIBILITIES**

- Administrative support on event bookings at No. 42, Great Taste awards, World Cheese Awards and Shop of the Year
- Providing front of house and event management support for venue bookings, Great Taste and training
- Co-ordinating with internal teams and external suppliers
- Liaising across departments: sales, marketing, training, creative and editorial

### **SKILLS**

- Strong communication skills and confidence on the telephone
- Ability to work under pressure, managing multiple projects simultaneously

- Interested in processes and problem solving
- Desire to be hands-on when required as part of a small, friendly team
- Good understanding of Microsoft Excel and Word
- Knowledge of CRM/databases & CMS/WordPress desirable but not essential
- Hospitality background helpful
- Foreign languages useful
- Full UK driving licence

If you're as serious about being in a happy events team as we are about food, send your CV, with a covering letter explaining why you are right for this role and stating your current or most recent salary/commission package to [stephanie.rogers@gff.co.uk](mailto:stephanie.rogers@gff.co.uk)

Closing date: November 2018

[www.gff.co.uk](http://www.gff.co.uk) | [www.greatasteawards.co.uk](http://www.greatasteawards.co.uk) | @guildoffinefood

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