



Conferencing and Events Manager

An exciting opportunity has arisen within Port Vale Football Club (PVFC) for an experienced Conferencing and Events Manager to join our dynamic commercial team based in Stoke-on-Trent.

You'll be responsible for actively promoting and selling meeting, event space and serviced offices at PVFC, maximising the opportunities for non-match related events, working in collaboration with the club's commercial and venue team.

As this is an established venue you will also be responsible for managing the existing client relationships, maintaining strong relations, ensuring regular contact and in turn driving repeat business.

Reporting to the Head of Commercial, you'll be the internal liaison with all areas of the club and any contracted support.

Responsibilities will include:

- Develop and execute a strategic sales plan which will generate Function / Room Hire sales
- Manage and lead the sales delivery for our Serviced Office space
- Build strong relationships with both existing and new client accounts
- Manage booking calendar and diary for function and events hire
- Liaising with and preparing all areas of the club to ensure events / functions run effectively
- Organising and delivering events such as networking events, show arounds and open days as necessary to build relationships and generate enquiries
- Ensure full compliance with health and safety regulations and safe working practices

A successful applicant will have:

- A strong background and motivation in sales or business development within the hospitality or events sector
- Experience of engaging, presenting and influencing at senior levels
- A willingness and ability to work flexibly and independently in a friendly, fast-paced and dynamic environment
- Excellent people and communication skills, including networking, both internally and externally
- Ability to build and maintain strong and long-lasting relationships
- Strong organisational skills

To apply for this position please send a CV and covering letter to recruitment@port-vale.co.uk