



# CONIFOX

— ADVENTURE PARK • GASTROPUB • EVENTS —

## Events Supervisor

### ROLE PROFILE

<b>ROLE TITLE</b>	Events Supervisor
<b>CONTRACT TYPE</b>	Permanent
<b>START DATE</b>	ASAP
<b>SALARY</b>	£10.50 hour
<b>CONTACT</b>	Jonathan@conifox.co.uk

### ROLE SUMMARY

Conifox is a family-owned business situated on the outskirts of Kirkliston. We operate a large outdoor Adventure Park and a newly completed indoor Activity Centre. Our Adventure Park opened in 2015 and offers a great space for families to enjoy, with picnic benches, BBQ and lots of fun activities to explore, from crazy foot-golf to go-carts, bouncing pillow to sandpit. There is something for everyone to experience.

The Activity Centre boasts a large adventure play frame, a toddler play frame, a toddler role-play town, 3 party rooms, a 200-capacity function suite and a 400-seater café selling the best freshly prepared food. There are facilities for large-scale events, which can cater for up to 4000 visitors. Complete with this £2million investment, Conifox is set to become a destination venue for events and recreational activities both locally and across Scotland.

We are building a team to deliver our new events strategy, creating a high-quality experience for all the family. The Events Supervisor role is crucial in the operation of our events and the supervision of the team. Overseeing the day-to-day delivery of our events, they will ensure a safe and enjoyable experience for all of our visitors.

### DUTIES AND RESPONSIBILITIES:

- Supervision of event areas and smaller events
- First point of contact for client and visitor enquiries during events
- Setting up and closing down of events
- Assisting the Event Manager and Assistant Event Manager with the planning, preparation, and delivery of all events
- Supervise Event Assistants during event delivery and set-up
- Attending briefing sessions for upcoming events
- Being aware of all safety and operational event procedures

### QUALIFICATIONS AND SKILLS:

- 2 years plus experience within the events industry at a supervisory level
- Experience of working flexibly within a team
- Excellent communication skills, both oral and written
- Excellent interpersonal skills (including the ability to work well with staff at all organisational levels)
- Results oriented: target and deadline driven
- Demonstrable knowledge and interest in the tourism and events sector
- Applicants must be able to work weekends, school holidays and evenings as required