

JOB DESCRIPTION

ROLE:	Event Management Placement Student
DEPARTMENT:	Event Operations
REPORTS TO:	Senior Event Manager
CONTRACT:	Fixed term (12-month university placement)
BAND:	£24,308.97 in line with Real Living Wage
HOURS OF WORK:	Your hours of work are on average 37 per week over a 4 week period. The Company reserves the right to amend working hours or change rosters at any time to meet business/client requirements and will give at least 72 hours' notice. The rota will include a mixture of days, evenings and weekend working five days over seven.

ROLE SUMMARY

As part of the Belfast Waterfront and Ulster Hall (BWUH) team, the Event Management Placement Student will assist the event team with the planning, management and delivery of events. You will be responsible for supervision of event operations to achieve the highest levels of service for customers and clients, whilst maximising sales and profits.

You will provide proactive and effective event management by utilising project management techniques ensuring events are delivered to the highest possible standard, working within cross-functional project teams to improve the efficiency and effectiveness of event delivery.

BWUH Ltd is committed to its vision to create a world class stage where people make great things happen. Through the energy, expertise and constant innovation of our people we play a vital role in setting the standards for business tourism, live entertainment and events that deliver socially, culturally and economically for Belfast and Northern Ireland. When we win, everyone wins today, tomorrow and beyond. All employees are expected to commit to the company values of "Do It Right, Do It Now".



Customers First: We always put our customers first.

One Team: We own shared goals as one team and support each other's growth.

Environment: We protect our environment and keep ourselves and others safe.

Respect: We treat each other with respect at all times.

Pride: We work with pride, purpose and urgency.

Driven: We are driven by our pursuit to be world class.

Structured: We take a structured approach - plan, do, check, act.

Unique: We are proud to be unique and original.

We value diverse perspectives and encourage applications from people of all backgrounds, identities and experiences.

KEY DUTIES

1. To assist with the effective, efficient planning and delivery of events ensuring that high levels of client and customer service in all departments are maintained.
2. Liaise with clients during the planning, organisation, delivery, and administration of event.
3. To provide the Senior Event Manager with research, statistics and management information as required.
4. To produce event documentation including briefing sheets, event day checks and duty management reports.
5. To complete pre-event safety checks.
6. Participate in site visits and advise clients on the facilities and services available at BWUH.
7. To ensure clients and patrons are adhering to the venue's guidelines and rules around Health & Safety.
8. To participate in all appropriate and relevant induction and in-service training and in the induction and support of all newly appointed staff.
9. To act in accordance with BWUH policies and procedures including customer care, equal opportunities and health and safety procedures.
10. To undertake such other relevant duties as may from time to time be required.

Management

- To assist in briefing and manage the BWUH casual host team on assigned events.
- To work closely with all departments to ensure the future growth and ongoing success of BWUH.
- Fully utilising all business information systems at BWUH including VEMS and the Time and Attendance System
- To undertake such other relevant duties as may from time to time be required.

Strategy

- Participate in all appropriate and relevant induction and in-service training and in the induction and support of all newly appointed staff.
- Act in accordance with BWUH policies and procedures including customer care, equal opportunities and health and safety procedures.
- Undertake all duties in such a way as to enhance and protect the reputation and public profile of BWUH Ltd.
- Undertake such other relevant duties as may from time to time be required.

KEY RELATIONSHIPS

Internal

- Event Assistant
- Event Managers
- Event Curator
- Duty Managers
- Catering General Manager
- Production Managers
- Senior Event Manager

External

- Event Agencies
- Professional Conference Organisers
- Associations
- Trade Partners I.e. Hotels, Titanic etc.
- Industry bodies and tradeshow organisers I.e. ABPCO, IAPCO, AIPCO, IMEX, IBTM, Confex Intl, C&IT, The Meeting Show
- Promoters

PERSON SPECIFICATION

Competencies

Applicants will be required to demonstrate evidence of the following competencies through the selection and recruitment process:

Communication skills: Effective oral communication skills are also required to build positive working relationships with colleagues, representatives of other departments and external stakeholders,

Customer care skills: Strong interpersonal and customer care skills. A personable individual, able to confidently build positive, respectful relationships with team, company colleagues and customers.

Organisational skills: an organised and conscientious approach with exceptional attention to detail as well as an ability to independently manage workloads and tasks.

Information technology skills: the ability to use Microsoft packages.

Essential Criteria

Applicants must:

- Possess a minimum of 5 GCSE's (Grades A-C) including English and Maths or equivalent qualifications.
- Be working towards a degree in a relevant discipline such as Event, Leisure or Hospitality Management, etc.
- Have experience of Microsoft Office packages.

Desirable Criteria

- Experience within the events and hospitality industry.
- Experience in a customer service role.

Shortlisting criteria

BWUH Ltd. reserves the right to shortlist only those applicants who have demonstrated the appropriate level of experience as noted in the Job Description.

The applicant should highlight on their CV industry specific qualifications, certificates and experience as well as educational achievements.

Please note that it is the applicants' responsibility to ensure that their CV, covering letter and Monitoring Form are submitted by this closing date and time. Any offer of employment is subject to the receipt of proof of eligibility to work in the UK and proof of any required qualifications.

BWUH Ltd. treats personal data collected during the recruitment process in accordance with the organisations data protection policy. Information about how your data is used and the basis for processing your data is provided in the BWUH Ltd. applicants' privacy notice, a copy of which is available on our website.

To Apply

To apply for this post, please upload your CV, and a covering letter detailing how you meet the essential criteria via the following link:

<https://iccbelfast.com/careers>

or

by post to; HR Team, Waterfront Hall, 2 Lanyon Place, Belfast. BT1 3WH

The deadline for applications is Friday 13 March 2026 at 5pm.

The applicant should highlight on their CV industry specific qualifications, certificates and experience as well as educational achievements.

Please note that it is the applicants' responsibility to ensure that their CV, covering letter and Monitoring Form are submitted by this closing date and time. Any offer of employment is subject to the receipt of proof of eligibility to work in the UK and proof of any required qualifications.

Short-listing, testing and interview dates

It is envisaged that interviews will be held on W/C Monday 23 March 2026.

BWUH Ltd. will make all reasonable efforts to accommodate applicants who are unavailable on the specified interview date, but it is under no obligation to do so.

Requiring Reasonable Adjustments Section

We encourage any applicants with a disability to contact us to discuss reasonable adjustments, the intention of which is to enable full participation in the application and selection process.

If you want to contact us to discuss reasonable adjustments, please call us on 07585888240 or Hrinbox@waterfront.co.uk

Guaranteed Interview Schemes

We welcome applications from people with disabilities and operate a Guaranteed Interview Scheme. This means if you have a disability, and you apply and meet the essential criteria for one of our positions, we will consider your application under this scheme and guarantee you an interview.

Your application will be considered like all others, by measuring it against the essential criteria as set out in the employee specification but any short-listing or desirable criteria will not be applied to you.

Selection methods, such as computer-based skills tests, paper-based aptitude tests, situational judgement tests, driving assessments and assessment centers, are deemed to be part of the essential criteria. This means that all applicants must sit and pass these tests or assessments.

If you want to more information about the Guaranteed Interview Scheme, please call us on 07585888240 or send an email to Hrinbox@waterfront.co.uk