

Event and Sales Manager Campus Venues

About us

We have an exciting opportunity that offers plenty of scope to develop a successful career in Sales and Event Management within the hospitality sector within our Campus Venues team:

Our three campus locations provide an unrivalled choice of venues and facilities, with spaces ranging from modern tiered lecture theatres and teaching laboratories to meeting rooms, breakout spaces and exhibition halls. Our **Campus Venues** team work closely with the University of Nottingham, to offer meeting, event space and accommodation to a wide range of businesses, community, faith and sports groups.

Main purpose of the role?

As the Sales & Events Manager-Campus Venues, you will play a critical role in ensuring the efficient, commercially driven, and service-focused operation of the Campus Venues Team. This includes maximising revenue, enhancing client satisfaction, and developing a high-performing sales and planning team.

You will support the Director of Meetings & Events by leading diary management, driving sales conversion, and ensuring the team consistently delivers against company standards, business strategies, and Nottingham Venues' values.

You will oversee the day-to-day and strategic management of Campus Sales Office operations, including:

- Diary management and allocation of inbound enquiries
- Ownership of sales conversion processes, qualification standards, and pipeline management
- Leadership, training, and development of the Campus Venues Team
- Oversight of communication, handovers, and collaboration with UoN operational teams
- Supporting commercial decision-making through proactive sales initiatives and identification of new opportunities
- Implementing and ensuring adherence to company SOPs, processes, and planning standards

- Supporting reporting requirements: DTR, rebooks, BOB summaries, upsell reporting, conversion metrics, and competitor insights.

The ideal candidate

You will have a strong background in sales, planning or event management along with:

- Experience in diary management and enquiry qualification.
- Ability to lead, motivate, and develop a team.
- Strong communication, organisation, and commercial decision-making skills.
- Ability to manage multiple priorities under pressure.
- Strong IT literacy including CRM/event management systems (KX, Opera, Venue Directory).

Desirable

- Experience in hospitality or multi-venue sales environments.
- Experience with revenue management principles.
- Knowledge of Campus Venues or higher education events.
- Experience handling high-value enquiries and complex commercial decisions

Benefits

- 25 days Holidays plus bank holidays, or a day off in lieu if contract requires you to work. PLUS, an extra day holiday for each years' service (up to a maximum of 5 years)
- Real living wage employer
- Opportunity to be part of a contributory Pension scheme
- Free meals and refreshments when on duty
- Excellent training and development opportunities through our internal training program and support with professional qualifications
- Discounts available for both yourself and friends and family in our hotels and restaurant
- Discounted membership at the University sports facilities
- Employee recognition schemes including long service awards and monthly "Top of the tree" event

- Opportunity to earn additional payment by being a member of various employee committees
- Employee wellbeing support
- Full uniform provided
- £250 recommend a friend incentive

In May 2018 the data laws changed for the better. This means you have better control of your own data and how it's used. We want to reassure you that we treat your details carefully and your data with the utmost respect. So we've updated our Privacy Policy to reflect how we collect, protect and handle your personal information.