

Review of Industry Skills

Lauren Lambrick - 1708485

Executive Summary

The purpose of this report is to show what key skills are needed within two different job roles. The first job role analysed is the role of a 'Event team member, with a basic job description with a basic list of key skills too. The second job role is for a 'Wedding and Events manager' role which has a range of requirements needed, alongside a mass of past experience. There is a clear difference between each role, not only that one job is at management level, and the other is not. But the biggest difference would be the clear amount of key skills and requirements needed for each job. The conclusion shows how the key skill are different within each role and how hard it could be to step up from an 'Event team member' to a 'Wedding and Event manager'.

Content Table

Executive Summary	2
Content Table	3
Introduction	4
Discussion	4
Conclusion	6
References	7
Appendix	8

Introduction

This report will look into the key skills needed to get a specific job. The job roles chosen to be analysed are 'Event team member' and 'Wedding and Event Manager', though using two different job roles yet similar in style with the difference in one job is management and the other is not. This will give different key skills needed between each job role, giving a better understanding to what is required of an applicant.

Discussion

The first job role to discuss is shown in appendix 1, 'Events Team Member'. This job role appears to be very basic when looking at the required key skills needed for this job role. However this job is a non-managerial role which would be expected to require less skills needed. Many event team members get on the job training as it is very basic and easy to learn, whether the staff is working on a bar or waiting. In 2013 the waiter was deemed Britain's lowest paid jobs (The Guardian 2013). However this job application

does not show how much the 'Events team member' would be paid, which leads to believe it could very poor pay. This application is advertising for two different jobs which would be expected to having two different job requirements. Despite anyone wanting to apply for the events position they are required to have a full driving licence. The advertisement itself does not look very professional, for an example one of the job requirement is 'ability to get up in the morning'. The employee do not ask for any experience, this is rather normal for the age group the role has been advities for as many young people have no work experience (The Telegraph 2012). Despite this role being very basic it does have one important requirement for the 'delivery' role, that's being over the age of 21, this is because it is very difficult to get insurance on a van under the age of 21 (Go Compare 2018). Again the requirements of this job are very basic as another one is to be hard working while anyone could lie and say that they are.

In comparison the second job role for a 'Wedding and Events Manager' in appendix 2, there is a lot more information and detail into the job description. When creating a job advert it will look more professional of the employers to add a lot of detail to the role (Betterteam 2018). However this is a management role and does require more key skills needed for the role. Within this job advert it has many basic management key skills required for other managerial roles (Management Help 2018). This job does require the applicant to have at least 2 years of management level experience which is to be expected for a management role (The Guardian 2010) however it does work in the favor for an applicant having background experience (Independent 2016). While requiring past experience for the job, it further shows the professionalism of the organisation who

had created this advert, as there would need to be references supplied by the applicant to verify the experience. The advert also contains the amount of pay the employee would receive if to be successful with their application, this further shows this job role requires more work per hour by the amount of pay received (Essential Skills, 2018). Furthermore each key skill required for this job role would have to be verified by a previous employers for the new employee to have a form of evidence that the applicant is a good as expected.

Conclusion

In conclusion to the different key skills required within each of the two different jobs, there is a clear understanding that the both role are different. With one role being at management level and the other not, it was possible they could have been similar as they are both job roles within an events environment. Though analysing the different roles it has become clearer that there is a large step up from being a team member to a manager (Kenneth, 2017) . However the findings have also show how hard it could be to

get a manager's job with the amount of past experience needed when the applicant could be fresh out of university or trying to process from their current job role, possibly as a team member.

References

Betterteam. (2018). *Job Description Examples (Updated 2018 - Free to Download)*. [online] Available at: <https://www.betterteam.com> [Accessed 17 Apr. 2018].

Essential Skills. (2018). *Why do some people get paid more than others?*. [online] Available at: <https://www.essential-skills.com> [Accessed 19 Apr. 2018].

Gocompare.com. (2018). *Any driver van insurance - GoCompare*. [online] Available at: <http://www.gocompare.com> [Accessed 18 Apr. 2018].

Groves, N. (2018). *A guide to your first management role*. [online] the Guardian. Available at: <https://www.theguardian.com> [Accessed 18 Apr. 2018].

Indeed.co.uk. (2018). *Events Management Jobs in Swansea - May 2018* | *Indeed.co.uk*. [online] Available at: <https://www.indeed.co.uk> [Accessed 16 Apr. 2018].

Jacquelyn Smith, B. (2018). *30 things you should never put on your CV*. [online] The Independent. Available at: <https://www.independent.co.uk> [Accessed 18 Apr. 2018].

Kenneth, K. (2018). [online] Available at: <https://www.linkedin.com> [Accessed 19 Apr. 2018].

Managementhelp.org. (2018). *Basic Skills in Management and Leadership*. [online] Available at: <https://managementhelp.org> [Accessed 18 Apr. 2018].

Mayfield, C. (2018). *What young people need more than anything is work experience*. [online] Telegraph.co.uk. Available at: <https://www.telegraph.co.uk> [Accessed 18 Apr. 2018].

Professionals, E. (2018). *The Skills Employers Wish You Had - Express Employment Professionals SA*. [online] Express Employment Professionals SA. Available at: <http://www.expresspros.co.za> [Accessed 15 Apr. 2018].

The Guardian. (2018). *I'm a waiter, I enjoy it – and no, I'm not stupid*. [online] Available at: <https://www.theguardian.com> [Accessed 16 Apr. 2018].

Appendix

Appendix 1.

Events Team Member

Events Management - Swansea

Part-time

In preparation for our busy year ahead, we are now recruiting some new staff to meet the demands of our clients.

*Operative / Delivery person: *(Over 21 years due to insurance) - you will be responsible for maintaining equipment, loading event vans, keeping our warehouse and equipment up to the high standard that we always deliver and help running events.

Event staff- (from 17years+) running events, manning the equipment and keeping the equipment kept to a high

[Appendix 2.](#)

Wedding and Events Manager

Five Star Chef Bryngarw House Ltd - Bridgend

£11 an hour

Part-time

Bryngarw House are recruiting an experienced Events Manager (Seasonal Position). Our ideal candidate will already have a supervisory job role within the hospitality sector, however an experienced head waitress will also be considered. Experience within the hotel industry and an understanding of weddings and events is vital.

The role requires:

- Coordinate with venue management and staff ensuring a smooth running of Weddings and Events
 - Coordinating staffing requirements and staff briefings
-

-
- Successful applicants will be able to demonstrate management skills to include the following: -
 - Good overall knowledge of Banqueting and Weddings
 - Have at least 2 years' experience working at management level within a busy C&B environment
 - Strong leadership qualities who can lead and motivate a team to excel
 - Computer literate to be competent in Microsoft Office
 - Excellent telephone Manner
 - Proven ability to work under pressure with excellent customer service skills and an eye for "attention to detail"
 - Numerate & literate with good verbal & written communication skills
 - Financial and cost awareness
 - Ability to work with autonomy as well as with a team
 - Ability to prioritise and delivery to deadlines are crucial and be able to work across several events and manage time effectively
 - Passion, energy, drive and commitment
-

Successful applicants will be able to demonstrate management skills to include the following: -

- Good overall knowledge of the hospitality and wedding industry
 - Have at least 1 years' experience working at management level
 - Strong leadership qualities who can lead and motivate a team to excel
 - Proven ability to work under pressure with excellent customer service skills and an eye for "attention to detail"
 - Ability to work with autonomy as well as with a team
 - Ability to prioritise and delivery to deadlines are crucial and manage time effectively
 - Passion, energy, drive and commitment
 - Polished and articulate
-

The hours will be of an ad hoc nature and shifts will mostly be Thursdays - Sundays. However, as we are approaching

Appendix 3 - Cover Letter

Lauren Lambrick

59, Heol Cadifor, Penlan
Swansea, SA5 9AJ
07930042007
laurenlambrick123@gmail.com

4th May 2018

Bryngarw House

Brynmenyn,
Bridgend
CF32 8UU
01656 729009

Dear Sir/Madam,

Please find enclosed my cv for the job role of 'Wedding and Events Manager' position advertised by Bryngarw House, posted on the Indeed website. The description for the job role, I feel is very suited for my current qualifications and feel it would help me develop my skills further. Through working at the Marriott Hotel Swansea, I have worked first hand in the fast paced event environment. I have learnt the importance of working within a strong team, which is one of the job roles key skills needed.

Although i do not have two years event management experience, i am currently studying a HND in Events Management at the University of wales Trinity St. Davids. This will give me the full experience needed once the course has been completed alongside volunteer work though the summer with the Green Man Festival.

This role would be perfect for myself, as i have a great passion in planning and making the wedding of dreams. Hope to hear back soon.

Sincerely,

Lauren Lambrick

Appendix 4 - CV

Lauren Lambrick

59 Heol Cadifor, pPenlan
SA5 9AJ
Tel: 07930042007
Email:
laurenlambrick123@gmail.com

Personal Profile

I am very sociable and have good communication skills. I consider other people's views and opinions and work effectively as part of a team or alone using my own initiative. I am a caring and hard-working person who is willing to learn and develop new skills.

Work Experience

Argos, Fforestfach – Retail Assistant (Aug – Dec 2014)

Duties included, serving customers, cash handling, operating electronic tills, unloading deliveries and checking in, stock control, and any other duties required by store manager.

Elite Sofas, Morriston – Sales Assistant (Aug 2012 – Jan 2013)

Duties included, dealing with customers face to face, filling in order forms and taking payments, ensuring the customer's needs were fulfilled.

Marriott Hotel, Swansea – Conference and banqueting CASUAL (April 2015-Current)

Duties included, setting up conference rooms, waiting tables, clearing rooms, dealing with customers, taking orders, cleaning glassware, checks for allergens or any dietary requirements, handling cash, taking payments, using the micros tills, helping out in the restaurant when needed, working with alcohol on and off a bar.

Liberty stadium Swansea - Bar work for the 'Take That' concert

Duties included handling cash, taking card payments, serving alcohol, tidying the bar, looking after a small team, teaching others.

Education**Tycoch College (Sept 2014-June 2015)**

Level 1 QVC in catering and hospitality

Tycoch College (Sept 2015 – June 2016)

Studying a Level 2 QVC in Catering and Hospitality

Tycoch College (Sept 2016-June 2017)

Studying a Level 3 QVC in Catering and Hospitality

Subject Choice Kitchen and Larder , Patisserie

University of Wales Trinity St David's – (October 2017-Present)

HND Events Management

Morriston Comprehensive (2011 – 2014) GCSE's:

Mathematics	C
English	C
Science	C
Textiles	C
Welsh Bacc	Pass
BTEC Level 2 in Hospitality	Distinction
BTEC Level 2 in Applied Science	Pass

References

Available upon Request
