



# Position Description

**Position Title:** People Co-ordinator  
**Department:** People Operations  
**Location:** Head Office - Garforth  
**Reporting to:** Head of People Operations  
**Date Prepared:** 30/05/2025

CGC Event Caterers is a long-established caterer with decades of experience in the hospitality industry. We operate at venues of all sizes and have exclusivity at prominent sporting, entertainment and cultural locations across the UK and is also the European Catering Division for ASM Global, the global leader in the delivery of live entertainment and events.

In the UK, we operate at the following venues:

- Eight Yorkshire Racecourses including the world famous York Racecourse
- Yorkshire Event Centre – Harrogate
- The Sun Pavilion – Harrogate
- LNER Community Stadium – York
- Theatre Royal and Concert Hall – Nottingham
- The Halls - Wolverhampton

## **POSITION PURPOSE**

We are looking for a dynamic People Co-ordinator to manage the rota for our team of full-time event managers and casual event managers/supervisors to ensure cover is provided for our full calendar of events across the whole of the CGC business. With ad-hoc administrative responsibility, this role is for someone who has a keen eye for detail, is results driven and is quick to adapt to changes.

You will work within a team of People Co-ordinators; this means you will occasionally be required to support with other areas of the People Operations team.

## **KEY RESPONSIBILITIES**

- Compiling and issuing full time and casual management rotas in a timely manner
- Managing changes to rotas, time and attendance system daily- experience using HumanForce would be advantageous
- Offering admin support to the wide People Operations team when required.
- Recruiting full time event Managers as positions become available
- Sourcing and recruiting new casual management and liaising with recruitment agencies
- Managing days off and annual leave
- Ensure the best skill sets are used for each event
- Ensure compulsory H&S training completed by relevant personnel
- Working at York Racecourse on race days, supporting with check in for all staff
- Working at CGC venues as required on event days when required
- Wage forecasting & planning workforce accordingly to achieve budget

## **PERSON SPECIFICATION**

- Good eye for detail
- Works well under pressure
- Works to deadlines
- Motivation and adaptability to manage workloads and different tasks simultaneously.
- Excellent communication skills
- Excellent computer skills including Microsoft Word, Excel and time & attendance systems



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## **BENEFITS**

- 25 days' holiday
- Life assurance
- Pension
- Healthshield - Health cash plan
- Free on-site parking
- Employee Assistance Programme
- Employee Referral Programme

## **GENERAL INFORMATION**

The requirements of the business are such that it is necessary to have a high degree of flexibility and therefore some evening and weekend work will be required and some business-related travel to be able to work at our venues and operational sites. Additionally, there will be occasions where the incumbent will be required to work at group wide programmes, events and other venues operated by ASM Global.