



Events Sales Co-ordinator

REPORTING TO: Senior Partnerships Manager

SALARY: £28,000-£32,000 per annum pro rata, based on experience

CONTRACT TYPE: Permanent

HOURS PER WEEK: 4-5 days per week

LOCATION: London (hybrid working available)

Application deadline Wed 15th April. To apply, send your CV and covering letter to Hannah Laking at hannah.laking@harrishill.co.uk

Are you a warm, engaging communicator, who can build rapport quickly on email, phone, in person and face to face? Do you have a year's experience in sales or events, which you're looking to build on? Are you keen to use your skills to drive social impact at a values-based organisation?

If so, you could be the right person to join the small but mighty team at Gook for Good, a social enterprise which is transforming outcomes for the community on the Priory Green Estate in Kings Cross. Read on to find out what we're looking for, and how you could fit in.

About Cook for Good

Cook for Good is a social business with a clear mission: to bring businesses and communities together through food, for the benefit of both. We've created a model for tackling food insecurity, social isolation, health inequality and barriers to work, which we're putting into practice on a social housing estate in Kings Cross.

We've built a community kitchen on the estate, where we're running a programme of cooking classes and courses, training and work experience programmes and community meals. We also host a weekly soup café and run a surplus food pantry, a community shop with dignity and choice, where members can pick up a basket of shopping for just £3.50 each week.

Much of this work is fuelled by corporate teams, who come into our kitchen to take part in cooking-based teambuilding events. We offer a range of events and have a growing list of corporate clients – including many well known names such as Google, London Stock Exchange Group, and Tesco - as well as collaborating on a range of wider products and services with our corporate and culinary partners. We then reinvest 100% of the profits from these activities to run our impactful community programme, creating positive change through the power of food.

Due to the level of interest in our unique model we are now also exploring how to replicate our model and share our learning, to drive scalable impact and more holistic and sustainable ways to tackle food insecurity.

Cook for Good Community Interest Company

Hugh Cubitt Centre, 48 Collier Street, London, N1 9QZ

Tel: 0203 633 4025 • Email: info@cookforgood.uk • www.cookforgood.uk

About the Role

In this role you will provide essential operational support our Senior Partnership Manager and Sales and Account Manager to support all sales enquiries and bookings for our corporate team building events. You will ensure smooth booking processes, events calendar management, accurate reporting, and timely client communications.

You will also support our Events team to co-ordinate the booking of events and liaising with corporate clients in both the lead in and follow up to an event. This will be for both our team building events and other corporate events organised in central London by Cook for Good. We are a small but fast growing organisation so there will be opportunities for further development.

Key responsibilities

Sales Co-ordination

- Manage and update the sales calendar, ensuring all bookings and client information are accurate.
- Create and send contracts for all confirmed bookings, ensuring integrity of information.
- Liaise with the Finance Team to ensure invoices are issued and payments tracked.
- Manage and maintain the sales inbox, responding to initial corporate client enquiries, ensuring timely responses and escalation where required. Triage enquiries based on agreed upon priorities

Event Preparation & Research

- Conduct pre-event research on companies and attendees to identify top leads, and share findings with the events team for inclusion in the event planner.
- Undertake ad hoc research for the sales team to support with insights for target sectors and competitor analysis to identify trends and opportunities.
- Project support to sales team when exploring new product or revenue-generating opportunities: including research, administration and calendar management tasks.

CRM & Reporting

- Effectively use hubspot to record deals, monitor deal progress and enable the sales team effectively manage deals and accounts
- Log and track pipeline movement and sales on HubSpot to conduct effective sales reporting on a weekly basis
- Monitor our CRM automation efforts to ensure they're enhancing the sales coordination and client management efforts
- Send regular availability updates to the sales team.
- Reconcile HubSpot with the events calendar and liaise with the Events Director for smooth planning handovers.
- Log merchandise sales from Square terminal reports into the CRM.

Client & Event Sales Support

- Provide administrative support for offsite and corporate events, including venue research and logistics, and venue bookings.
- Coordinate handovers to the Events Team to ensure client requirements are met and documented clearly.
- Capture photos and video footage at selected team-building events and provide ad hoc support with corporate clients attending events as required, to include tours of our community hub and support with client hosting at events

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Team Collaboration

- Work closely with Sales, Marketing, and Events colleagues to ensure smooth workflows.
- Support the development of sales systems and processes to increase efficiency.
- Provide general administrative support as required by the Sales Team.

Person specification

You will have had at least one years experience of working in a sales or customer support or junior events role, dealing directly with clients. You will be motivated to use your skills to work for a values based organisation with social purpose at its core, and excited by the potential to engage with a wide range of corporate firms and their employees and bring them into experience the brilliant team building events we offer at Cook for Good.

You will be a warm and engaging person who is a great communicator and can build rapport quickly both on email, phone, in person and face to face. Someone who is also highly efficient, has fantastic attention to detail and is familiar with IT systems and processes. You will be happy working with a small but dynamic and team who are really passionate about what we do, and ambitious to develop your experience in either events or corporate sales and partnerships.

Essential

- Strong administrative skills with excellent attention to detail.
- Experience using CRM systems (ideally HubSpot) and managing data accurately.
- Highly organised, with the ability to prioritise tasks and meet deadlines.
- Strong written and verbal communication skills.
- A proactive and reliable team player.

Desirable

- At least one years of professional work experience ideally in sales administration, events, or client services.
- Experience with diary management linked to client activity
- Understanding of social enterprises or not-for-profit organisations.
- Confidence in using digital tools to streamline processes (e.g. automation, reporting dashboards within CRM systems).

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