

Role name: Private Event Host

Role Information

Hours: 0 hours – hours are adhoc to support private party hire and will be predominantly weekends

Pay: £14 / hr

Location: Neston Civic Hall

Job offer and employment subject to satisfactory Right to Work checks and Enhanced Disclosure and Barring Service (DBS) check.

The Opportunity

We are seeking an enthusiastic, reliable and customer-focused individual to join the NCYC team. Working closely with the Neston Civic Hall Coordinator, the successful candidate will be responsible for being on site during private hire events to ensure everything runs smoothly and safely.

Role description – main duties

- Keyholder responsibilities
- Act as the main point of contact for private hirers throughout the event.
- Welcome hirers and their guests, providing excellent customer service.
- Create a friendly, welcoming and professional atmosphere.
- Resolve any issues or concerns that arise during the event.
- Monitor the event to ensure the venue is used safely and in accordance with NCYC policies.
- Ensure the health and safety of all attendees.
- Supervise the tidy-up and ensure the venue is left clean and ready for the next booking.
- Oversee the operation of the licensed bar (where required).
- Open and secure the building before and after events.

Person Specification

Criteria	Essential	Desirable	Assessment A = Application I = Interview
Knowledge and Skills			
Strong problem-solving abilities and decision-making skills.	YES		A/I
Ability to work independently and as part of a team.		YES	A/I
Good communication	YES		A/I

Reliable	YES		A/I
Ability to handle multiple tasks and remain organised	YES		A/I
Experience			
Previous event management or hospitality experience	YES		A/I
Keyholder responsibility		YES	A/I
Attitudes / behaviours			
Enthusiastic	YES		I
Flexible	YES		I

To apply

Please send an up-to-date CV and expression of interest outlining your previous experience to Elizabeth@nestoncyc.org.uk or contact Elizabeth Lee on 0151 336 7805 if you wish to discuss the role further.

Closing date is Friday 24th July 2026

Following the closing date, shortlisted candidates will be invited to attend an interview to meet the team and discuss their skills and experience.