



Team Leader for Events Venue

Wallacespace provides brighter thinking spaces for off-site meetings, training, workshops and events. We have 4 buildings in Central London, each accommodating up to 200 people. At the end of each week day, we need to turn our rooms around to get ready for the next day.

We are looking for a dynamic, motivated and reliable Team Leader to take charge of our team of furniture movers, re-set our building and securely close it down at night.

About the role:

1. **Leading the team**

You will work with and direct our team of furniture movers to arrange our rooms to meet our clients' specifications. This involves developing a strategy for the shift, moving & arranging furniture and managing the team to work efficiently.

2. **Attention to detail**

At wallacespace, we all work hard to keep standards high. We don't believe in cutting corners. You need to ensure our spaces look sparkling new, with all the correct stationery and tech.

3. **Safety & security**

You would ensure that caution is taken in moving furniture, so that our furniture, building, team and clients are not damaged! You will be responsible for turning off electrical equipment and locking up at the end of the shift.

4. **Communication**

You will communicate with the Centre Manager on a day-to-day basis to feedback and communicate any issues within the team or need for repairs.

About you:

- You have a track record of leading a team
- You are energetic, dynamic and self-motivated
- You never say 'that's not my job' and are keen to get stuck in
- You have a strong customer focus for a client-centric environment
- You're an excellent communicator
- You are organised, reliable & trustworthy

We offer:

- £11/hour
- Shifts Monday – Friday, 3pm until 8/9pm
- Friendly team
- Ideal work to go alongside studies or other part-time work

We ask for:

- A CV, cover letter & 2 professional or academic references

We welcome applicants from all backgrounds. However, in line with the Asylum & Immigration Act any candidate must be eligible to live & work in the UK.