



Ipswich Borough Council

Job Description: E07a

Events Officer

Main Purpose of Job

To assist in the management, delivery and administration of the annual events programme.

Main Duties

1. To assist in the organisation and management of the Councils events programme. Ensuring the health and safety of the public, participants and performers.
2. To produce written reports, correspondence, event manuals, preparation of statistics, financial/budgetary information and maintain accurate records for all events.
3. To assist in relationship management of existing event programme sponsors during pre-event, on the day and post event delivery, and to create sponsorship packages that encourage new sponsorship opportunities and assist in the increase of income generated in the events programme budget.
4. To support the project management of large-scale regional and national events within Ipswich. Leading and developing partnerships with various external organisations, bodies, agencies and sponsors.
5. To work with other services areas of the Council and to develop links with external organisations and the media to maximise public awareness of events. To contribute to other PR, Marketing and communication initiatives relating to the promotion of events as directed by the Event Programme Manager.
6. To take a key management role in pre-event, on the day and post event logistics, ensuring that all goods and services are procured according to standing orders and contracts and are appropriately monitored.
7. To work in partnership with the private sector in order to support the events programme and to help identify opportunities for business development and supporting the local economy.
8. Such variations as may be required from time to time without changing the general character of the duties shown above or the level of responsibility entailed.



Job Title: Events Officer

Person Specification

ATTRIBUTES	ESSENTIAL	DESIREABLE	METHOD OF ASSESSMENT
Qualifications	Educated to 'A' level standard or equivalent skills / qualifications, with minimum Grade 'C' in GCSE Maths & English.	Relevant Health and Safety qualification Diploma/Degree in Events or similar related field or equivalent	Application Form / Certificates
Relevant Experience	<p>Previous relevant experience in a similar role within the an events or project management environment</p> <p>Previous experience of Health and Safety duties</p> <p>Experience of developing and maintaining relationships within production/supply, public service, commercial or charity sectors</p> <p>Demonstrable knowledge, experience and competence of using a wide range of IT packages</p> <p>Experience of producing reports and official event documentation. e.g. Event Manuals, Risk Assessments, Event Plans & Event Budgets</p> <p>Experience of working with key stakeholders e.g. Emergency Services, Community Groups & Media</p>	<p>Experience of managing and monitoring budgets</p> <p>Experience of managing staff and allocation of resources</p> <p>Experience of carrying out performance statistics & monitoring</p>	Application Form / Interview
Specialist Knowledge	Knowledge of the events industry and how to support the delivery of events	Knowledge of Licensing and relevant event related legislation	Application Form / Interview
Personal Skills	<p>Excellent communication and interpersonal skills</p> <p>Ability to work under own initiative</p> <p>Ability to work under pressure and meet deadlines</p>		Application Form / Interview

ATTRIBUTES	ESSENTIAL	DESIREABLE	METHOD OF ASSESSMENT
Personal Skills (cont.)	<p>Ability to prioritise and manage time and workloads effectively</p> <p>Ability to work in a team to achieve shared objectives</p> <p>Creative and Innovative approach to service Development</p> <p>Ability to work in adverse weather conditions</p>		Application Form / Interview
Special Working Conditions	<p>Ability to work evenings and weekends when required</p> <p>Valid Driving Licence</p>	Personal Licence Holder	Application Form / Certificates / Interview