



IPSWICH
BOROUGH COUNCIL

Ipswich Borough Council

Job Description: E07a

Events Officer

Main Purpose of Job

To assist in the delivery 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 assist in producing written reports, correspondence, event manuals, preparation of statistics, financial/budgetary information and maintain accurate records for all events.
3. 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.
4. 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
5. To take a key 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 are appropriately monitored.
6. 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.
7. 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: Assistant Events Programme Officer

IPSWICH Person Specification BOROUGH COUNCIL

<u>ATTRIBUTES</u>	<u>ESSENTIAL</u>	<u>DESIRABLE</u>	<u>METHOD OF ASSESSMENT</u>
<u>Qualifications</u>	Educated to A level standard or equivalent skills/qualifications	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 events industry</p> <p>Experience of Event/project Management in a similar environment</p> <p>Previous experience of Health and Safety duties</p> <p>Experience of developing and maintaining partnerships with producers, public sector and commercial partners</p> <p>Knowledge and experience 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, Local Authorities, 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 monitoring</p>	Application Form/Interview
Specialist knowledge	Knowledge of the events industry and how to support the delivery of events		Application Form/Interview
Personal skills	<p>Excellent communication and interpersonal skills</p> <p>Ability to work under own</p>		Application Form/Interview

	<p>initiative</p> <p>Ability to work under pressure and meet deadlines</p> <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>		
Special working conditions	<p>Ability to work evenings and weekends when required</p> <p>Valid Driving Licence</p>	Personal Licence Holder	<p>Application Form/Interview</p> <p>Application Form/Certificate</p>