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**Weymouth Town Council**

**Job Description and Person Specification**

**EVENTS OFFICER**

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| **Job Title** | Events Officer |
| **Grade** | SCP 24 £ 35,412 |
| **Service** | Operations |
| **Reporting to** | Resort Manager |
| **Supervises** | No direct line reports, operational management will be required at events. |
| **Hours** | 37 hours per week. You will be required to work weekends, evenings, and bank holidays. |
| **Job purpose** | To lead on the planning, co-ordination and delivery of both Council run and externally delivered events that provide a successful events programme for the Council and the town. |

**Key Responsibilities**

1. To plan, deliver and manage the annual programme of events for the Council. This will include writing and reviewing detailed event plans, setting and reviewing event objectives, ensuring all events are delivered within the required timeframes and managing and co-ordinating all the required logistics before, during and after the event.
2. To annually review the events programme with the Resort Manager and research and bring forward ideas/suggestions for new events to keep the programme on offer fresh and engaging for all ages of residents and visitors.
3. To liaise with other councils and external event providers to gather best practice, potential future opportunities and champion the Weymouth Town Council events programme.
4. To manage and co-ordinate all event bookings on Weymouth Town Council land.
5. To ensure all Council run events comply with all relevant legislation.
6. Ensure the Council plays its part in the conservation of the environment when holding and facilitating events. This will include working with the Councils’ Sustainability Officer to ensure that all events follow the Council’s Green Events criteria.
7. To work with, guide and facilitate partners and community groups to deliver events.
8. To work with the council’s Communications Team to ensure that the events programme is well publicised to all sectors of the community and is successful in attracting the intended audience.
9. To successfully manage the events budget and ensure it does not go overspent, and to ensure event income targets are achieved.
10. Through research and external connections be aware of grant funding opportunities that the council (or a community partner working with the council) could apply for which would enable new exciting events to take place in Weymouth.
11. To write regular information reports for the Environment and Services Committee giving up to date information on the delivery of the events programme.
12. Conduct an evaluation process after events to assess success, gather feedback and identify areas for improvement of future events.
13. Advise the Council on events management and support members of staff and external stakeholders in delivering events.
14. The duties and responsibilities of the post are not restrictive, and the post holder may be required to undertake other duties from time to time. The post may change over time as the Council defines its work. Any such duties or changes should, however, not substantially change the general character of the post.

**Person Specification**

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|  | **Criteria** | **Essential** | **Desirable** | **How assessed?** |
| **Education, Qualifications & Training** |
| 1 | 3 GCSEs grade C or above (including English and Maths) or equivalent NVQ or having significant and relevant experience. | ü |  | Certificates |
| 2 | Event Management Degree or similar |  | ü | Certificates |
| 3 | Full UK Driving Licence | ü |  | Document |
| **Experience** |
| 4 | Management and delivery of event planning and working in an event setting. | ü |  | Application/interview |
| 5 | Experience of managing budgets. | ü |  | Application/interview |
| 6 | Experience of working for a local authority. |  | ü | Application/interview |
| 7 | Experience of developing positive working relationships with colleagues, councillors, local businesses and members of the public. | ü |  | Application/interview |
| **Skills, Abilities & Knowledge** |
| 8 | Excellent organisational skills with the ability to manage multiple tasks and details simultaneously. | ü |  |  |
| 9 | Excellent time management and organisational skills and to be able to deal with conflicting demands | ü |  | Application/interview |
| 10 | A high level of initiative, self-motivating and ability to problem solve | ü |  | Application/interview |
| 11 | Excellent communication skills both written and verbal with the ability to successfully communicate with people internally and externally. | ü |  | Application/interview |
| 12 | Problem solving skills to deliver quick thinking and ability to adapt to handle unexpected challenges during events. | ü |  |  |
| 13 | Excellent IT skills and knowledge to use MS Office applications (e.g. Word and Excel) and social media | ü |  | Application/interview |
| 14 | Ability to remain calm and act diplomatically when dealing with the public and public feedback | ü |  | Application/interview |
| 15 | Ability to develop excellent collaborative relationships with colleagues from all services for the overall benefit of the council. | ü |  | Application/interview |
| 16 | Creativity skills to develop new event ideas and provide new income-generating activities. |  | ü | Application/interview |
| 17 | An understanding of Health and Safety practices within the event environment. | ü |  | Application/interview |