

Job Description

Events Officer

Role Profile	Specialist 4 (SG04) Grade 7
Service/Team	_Destination and Events
Reports to	_Events Manager
Responsible for	_
Number of posts	_
Post number	_ 9925
Career Grade	_BCP BAND H

My job improves the quality of life for the people of Bournemouth Christchurch and Poole by ensuring the safe delivery of high quality events, festivals and projects across the conurbation that significantly raise the profile of the destinations and seafront for the economic benefit of the town and tourism industry, and the enjoyment of residents.

Job Overview

Take a lead role in the team to co-ordinate, facilitate and administrate over 450 externally organised outdoor events per year. Comply to ensure they deliver a safe and enjoyable experience. Support the delivery of all council-run outdoor events and festivals across Bournemouth and Poole.

Key Responsibilities

- Support the team to ensure outdoor events, whether organised by the Council or external events organisers, comply with all health & safety requirements and statutory and regulatory requirements
- Liaise with Council departments and external stakeholders to help to ensure planning and delivery of the events covers all aspects of event planning demonstrated through Event Management Plans
- Take a key role in delivering smaller/medium sized events organised by the Council
- Help maximise income and deliver trading and commercial operations at events organised by the Council and with external event organisers
- Oversee the procurement, management and administration of all major supplier and event organiser contracts

Specific Qualifications and Experience

- Degree, Professional/ Health and Safety Qualification in Event Management, or relevant level of work experience
- Sound knowledge of organisational processes and procedures for health & safety legislation and statutory and regulatory requirements for outdoor events
- Experience of budget monitoring preferably within a Local Authority
- Good organisational skills
- Experience of working and liaising with internal and external stakeholders

This job description is not exhaustive and reflects the type and range of tasks, responsibilities and outcomes associated with this post.

- Experience of managing multiple projects in a busy environment to include forward planning and adapting to changing environments

Personal Qualities & Attributes

- Skilled in being assertive and decisive in high pressure situations and effective delegation
- Ability to communicate with senior management and councillors
- Good commercial acumen
- Excellent people skills in building rapport

Job Requirements

- Willing to travel, using public or other forms of transport where they are viable, or by having access to own or pool car
- Valid, full UK Driving Licence for work purposes
- First Aid training
- To work in locations between Bournemouth and Poole as required
- Flexible working – 5 in 7 days including being on call. Work over major festivals (e.g. Bournemouth Air Festival) and Bank Holidays