**Job Description – Events Manager**

**Role Profile**  Manager – BCP Band K

**Service/Team** Commercial Operations – Leisure & Events

**Reports to** Head of Leisure and Events

**Responsible for** Events Team

**Number of posts** 1

**Post number**

**Career Grade** K

**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 raises the profile of the destination and seafront supports economic benefit of the town and enjoyment for residents.

**Job Overview**

Develop, manage and deliver all council-run outdoor events and festivals on the seafront, parks, gardens and open spaces in the BCP Council areas of Bournemouth, Christchurch and Poole ensuring they deliver a safe and enjoyable experience. Manage and oversee the Events Team in co-ordinating, facilitating, contract managing and administrating all externally organised outdoor events per year ensuring they comply to deliver a safer and enjoyable experience meeting statutory H&S and commercial targets.

**Key Responsibilities**

* Ensure outdoor events, whether organised by BCP Council or external events organisers, comply with all health & safety requirement and statutory and regulatory requirements.
* Lead the Events Framework and be a subject expert in the field of outdoor events and the health and safety and logistical practices involved.
* Liaise with BCP Council departments and external stakeholders to ensure planning and delivery of the events covers all aspects of event planning demonstrated through Event Management Plans.
* Identify possible new events and work with organisers/commercial operators to develop proposals.
* Help maintain the resort profile and reputation of the BCP Council area as an eventful conurbation and take a lead role in the strategic, operational and logistical development of outdoor events in Bournemouth, Christchurch and Poole.
* Represent BCP Council within the command structure of outdoor events organised by the Council Events team and be the initial Events team point of contact for any emergency or Incident.
* Oversee the management and monitoring of events budgets and ensure control reduction of costs and maximisation of income to meet targets.
* Negotiate terms and conditions for commercial events and commercial supplier contracts held on BCP Council land and devise contract documentation for these events. Prepare tender documentation and specifications where necessary.
* Work with stakeholders and other council teams to ensure that the film office develops in line with its commercial targets to showcase a destination of film across the BCP conurbation
* To create, through direction, development and management, a pro active events team who are leaders in their expertise of outdoor events knowledge, support both community and commercial organisers
* Manage complex complaints and contentious problems with events understanding the options to make informed decisions.
* Procure, contract manage and develop markets throughout BCP, meeting income targets and ensure they are safe.
* Provide line management to the Events team, celebrating success and addressing performance issues promptly ensuring continuous feedback
* Pro-actively develop the service, identifying new areas of commercialisation and recommending changes in an engaging manner using data to evidence these.
* Manage the business development within Events, supporting across the service unit

**Specific Qualifications and Experience**

* Degree (or relevant experience)
* Professional Health and Safety Qualification in Event Management
* Thorough knowledge of organisational processes and procedures for health & safety legislation with outdoor events and ability to undertake complex risk assessments, crowd dynamic assessments and other complex analytical tools.
* Experience of budget setting and management preferably within a Local Authority
* Extensive experience of effective leadership and motivation of individuals and teams
* Extensive experience of managing multiple projects in a busy environment to include forward planning and adapting to changing environments.
* Extensive experience of working with a variety of stakeholders

**Personal Qualities & Attributes**

* Skilled in being assertive and decisive in high pressure situations and effective delegation.
* Ability to communicate at all levels including with senior management and councillors.
* Good commercial and entrepreneurial acumen
* Excellent people skills in building rapport, motivation and performance management of teams
* Very effective in building relationships with both internal and external industry

 **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, Christchurch and Poole as required
* Flexible working – 5 in 7 days including being on call. Work over major events

and Bank Holidays.