**Job Description**  
**Events Assistant**

**Role Profile**  BCP Band F

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

**Reports to** Senior Event Officer

**Responsible for** n/a

**Post number** tbc

**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 raise the profile of the destination and supports economic benefit of the town and tourism industry.

**Job Overview**

Administer externally organised outdoor events to ensure they deliver a safe and enjoyable experience. Support the events team to deliver any council-run outdoor events and festivals and income generating activity across Bournemouth, Christchurch and Poole.

**Key Responsibilities**

* Liaise with Council departments and external stakeholders in administrating and helping to deliver events in a safe and enjoyable environment
* Ensure outdoor events, whether organised by the Council or external events organisers, comply with all health & safety requirements and statutory and regulatory requirements, seeking guidance.
* Provide operational support for council run events
* Build positive relationships with event organisers and other stakeholders through exposure to different activities seeking guidance where required
* Provide a proactive support to the promotional activity and commercial event bookings across the BCP conurbation, maximising income for events, promotions, film, wedding and markets
* Use effective interpersonal skills to develop solutions to a range of problems
* Co-ordinate the events process through the agreed Events framework and set guidelines and policies.
* To act as a complaints officer for the service unit
* To attend meetings and take minutes where required
* Monitor Freedom of Information requests and support the service in the replying to these requests

**Specific Qualifications and Experience**

* 3 A levels, NVQ Level 3 or diploma or equivalent experience
* Health and Safety qualification / training, or relevant level of work experience
* Good knowledge of organisational processes and procedures for health & safety legislation and statutory and regulatory requirements for outdoor events
* Experience in working in a busy environment, forward planning and adapting to changing environments

**Personal Qualities & Attributes**

* Ability to communicate and thrive in team environment
* Good administrative skills and attention to detail
* Good at gaining and building rapport in customer facing environment
* Ability to be flexible in approach understanding different customer needs

**Job Requirements**

* Must be able to travel, using public or other forms of transport where they are viable, or by holding a valid UK driving licence with access to own or pool car
* To work in locations between Bournemouth, Christchurch and Poole as required
* Flexible working – 5 in 7 days work evenings and weekends as required for events and bank holidays.