

Job Description and Person Specification

Role: Assistant Events Officer



Job Description

Job Title	Assistant Events Officer
Grade	Grade 4
Service	Culture, Sport and Events Services
Reports to	Senior Producer
Location	One Friargate
Job Evaluation Code	A6073



About Coventry City Council

Who we are: At Coventry City Council we are dedicated to making a positive difference to the services we deliver to the diverse citizens of Coventry. The work we do improves people's lives – from helping them into work to providing clean and green places to live, to keeping people safe and protected.

As a Coventry City Council employee, you have our ongoing commitment to your growth and development with opportunities to work across multiple service areas including customer contact, public health, education and skills, adults' and children's services and providing support for the most vulnerable.

Our aim is simple – to be globally connected, locally committed, deliver our priorities with fewer resources whilst effectively managing our performance and measuring our progress.

Our Values: We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation:



About the Service your team will provide

Purpose of the role

To work closely with the Council's Senior Producer, Events Officer and wider Events Team to support the coordination, management and promotion of the Council's events delivery programme, including the Godiva Festival and other such festivals, live events and mass participation events held in venues and open spaces across the city.

To simultaneously support development of a diverse and engaging range of events through from conception to delivery. To support the Events Team (across producing, production and marketing activities, as required) to develop event briefs and support delivery for the city's events programme.

To provide support for external partners and third-party event organisers who are planning to hold their events in Coventry.

Our values:

We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation.



Main Duties & Key Accountabilities

- Provide administrative and organisational support to the Events Team to manage delivery of an annual, city-wide programme of high-quality events that is reflective of Council policies and priorities.
- To contact artists and creatives to confirm their performance details and requirements to support the Senior Producer and Event Officer to negotiate contracts and manage agreements with creatives and performers; to curate programmes; and to schedule performances.
- To contact event suppliers to request quotes, to communicate required specifications and confirm event details.
- To support delivery of the corporate events programme in line with corporate financial policy and procedures, taking responsibility for keeping financial spreadsheets updated; maintaining staffing rotas; and producing and maintaining key delivery information and schedules as directed.
- To raise purchase orders, invoices and new suppliers in line with Council systems and procedures, facilitating the efficient management of Service budgets and associated income targets.
- Work closely with the wider Council Events Team and Communications Team to provide information, data and images for media releases and social media output.
- Work with the Council's appointed ticketing provider to provide updates and present ticket sales information in a timely manner.
- Provide event delivery support on site, including responding to enquiries from the public and around event plans, operations, and impact, as required.
- Support event production at Council events by, for example, assisting with site measuring; organising equipment and supplies; liaising with event staff and appointed contractors; responding to site office enquiries; recording compliments and complaints etc.
- Support the compilation, drafting, recording, analysis and distribution of reports, statistics and information required to achieve the Service Plan and strategic priorities for the Council and its key partnerships across the events sector.
- Contribute to cross-team and corporate working within the Culture, Sport and Events Service; Business Investment and Culture Division; and across the City Council, supporting a One Coventry approach to event development and delivery.
- Any other duties and responsibilities within the range of the salary grade.

Key relationships

External	Internal
Agents (artist bookings and information). Destination Coventry. Event organisers and producers. Event suppliers (equipment, staffing, services etc.). Local culture, creative and sporting partners. Local community partners. Local statutory agencies engaged with event planning and delivery.	Business Investment and Culture Communities Finance Law and Governance Property Services and Development Stakeholder departments engaged in specific event delivery Streetscene and Regulatory Services Transport and Highways

Standard information

Post holders will be accountable for carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health & Safety and the City Council's Workforce Diversity and Inclusion Policies.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

Smoke Free

The City Council is Smoke - Free. Smoking is not permitted on any of our premises or the surrounding land including car parking facilities.

Training

The postholder must attend any training that is identified as mandatory to their role.

Responsible for:

Staff managed by postholder: N/A
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Person specification

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Knowledge	
Working knowledge of the roles different organisations play around development and delivery within the events sector (e.g. local authorities, independent arts organisations, commercial sponsors, event management companies).	
An understanding of the work and priorities of key partner organisations engaged in event delivery.	
Awareness of Corporate approaches to events programming and development work within a local authority setting.	
A working understanding of budgets, financial management and key finance processes.	
An understanding of modern local government and key governance requirements, including data protection and safeguarding.	
An understanding of local authorities' priorities relating to equality, diversity, inclusion and working in partnerships.	
Skills and Abilities	
Effective communication and interpersonal skills, including written, oral and presentation. Communicates with accuracy and with attention to detail.	
Demonstrates an understanding of and commitment to ensuring equality of opportunity in service delivery.	
Ability to work collaboratively and effectively with colleagues and partners around events planning and delivery.	
Demonstrates good organisational skills.	
Good numerical skills with an ability to manage budget, procurement, and financial processes.	
Able to work effectively within a team to ensure coherent and complementary marketing and communications.	
Able work to deadlines, organising and prioritising tasks accordingly.	
Effective ICT skills to manage event planning, finance processes, data and information management, communications and presentations.	
Experience	
Experience of delivering work to achieve project deadlines.	
Experience of working with a range of partners to deliver events and/or projects.	
Experience of working within defined processes, procedures and guidelines.	

Qualifications
Special Requirements
Able to work to work flexibly in relation to hours, including, unsociable hours, evenings, weekends, bank holidays and occasional overnight stays.
Ability to travel to meetings and events around the Coventry area, and occasionally more widely regionally and nationally.

Date Created	February 2024	Date Reviewed	
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