



Coventry City Council

Job Description

Post:	Apprentice Events Assistant	Job Number:	
Service:	Sports, Culture and Destination	Post Number:	1037461
Location:	One Friargate	Grade:	Apprentice

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.

Job Purpose:

- To support the Events Team with the organisation and management of the Council's events programme, including Godiva Festival, BBC Radio 1 Big Weekend, Christmas Lights Switch On and other events.
- To provide support for external partners and third-party event organisers who are holding their events in Coventry.

Main Duties and Responsibilities:

- Providing administrative and organisational support for the Events Team.
- Contacting artists and performers to confirm their performance details.
- Contacting event suppliers to request quotes and communicate event details.
- Keeping spreadsheets up to date with finance, staffing, and scheduling information.
- Using the Council's Business World finance system to raise purchase orders and invoices and set up new suppliers.
- Working with the Council's communications team to confirm information for media releases and social media posts.
- Working with our ticketing provider to update ticket sales information.
- Answering public enquiries about events.
- Helping at event sites with measuring and setting up events, organising equipment and supplies and working in the site office.
- Attending meetings with members of the Events Team, making notes of details and agreements, and photographing event venues and sites.

- Any other duties and responsibilities within the range of the salary grade.

The post holder must comply with Coventry City Council's health and safety policy and in particular is required:-

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions.
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required.
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare.
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:-

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Workforce Diversity and Inclusion Policy.

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

Responsible for: N/A

Responsible to: Senior Events Officer

Date Reviewed: February 2022

Updated: February 2022



Coventry City Council

Person Specification

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Area	Description
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Knowledge:	<ul style="list-style-type: none">• Basic understanding of and interest in live events (eg concerts, theatre, sport).• Basic understanding of Local Government / Council and the Public Sector.
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Skills and Abilities:	<ul style="list-style-type: none">• Able to communicate confidently and clearly in person and in writing, with strong accuracy and attention to detail• Good numerical skills, able to deal with measurements and basic financial information.• Able to use Microsoft Word, Excel, Outlook and work with pdf and image files.• Good with ICT equipment and internet-based systems.• Able to follow instruction and processes set by managers and colleagues.• Able to work on multiple tasks and projects at the same time.• Able to work to deadlines and organise tasks in priority.• Able to work with sensitive and/or confidential information.• Able to use initiative and creativity to solve problems.• On occasion, willing to work outdoors in all weather, outside normal working hours, under pressure and in a spirit of teamwork
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Experience:	<ul style="list-style-type: none">• Experience of delivering customer service and dealing with the public would be desirable but not essential.• Experience of working in events, hospitality or retail would be desirable but not essential.
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Educational:	<ul style="list-style-type: none">• Maths and English GCSE 4/C or above (or equivalent) or ability to complete Maths and English Functional Skills level 2 as part of the apprenticeship.• Ability to complete Event Assistant Level 3 Apprenticeship Standard
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Special Requirements:	
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Date Reviewed: February 2022

Updated: February 2022