

# Cambridge City Council



## Role Profile

### Events Officer – City Events



Cambridge City Council is committed to safeguarding and promoting the welfare of children, young people and adults at risk.

## Key Details

**Hours:** Although the role is advertised as full time, if you believe you have the skills and experience to join us as our OD Business Partner and would like to discuss different working patterns, please do get in touch.

This is a full-time role, for 37 hours per week.

**Contract:** Permanent

### Application Process:

To make an application, please submit your CV and supporting statement (detailing how you meet the requirements of the role), along with a completed Information and Equalities Monitoring Form (available [here](#)) to [recruitment@cambridge.gov.uk](mailto:recruitment@cambridge.gov.uk)

### Recruitment Timetable:

If you would like to be considered for this role, you will need to apply by 22<sup>nd</sup> November 2023

**Interviews will take place W/C 4<sup>th</sup> December 2023.**

Successfully shortlisted applicants will be invited to participate in the next stage of the recruitment process. In addition to a panel interview, candidates may be asked to complete an exercise, deliver a presentation or provide a work sample (*for example*). Full details and information will be provided to candidates when notified of the outcome of their application.

**Click on the links here to find out more information about [Staff Pay and Benefits](#), [Working for the Council](#) or [Equality & Diversity in Recruitment](#)**

### Other Useful Links:

[Applicant Guidance](#)

[Applicant Privacy Notice](#)

Our [Values & Behaviours](#) which helps us work collaboratively in support of Corporate Objectives.

If you have any questions around the process or reasonable adjustments, please contact [recruitment@cambridge.gov.uk](mailto:recruitment@cambridge.gov.uk).

**Salary:** £30,296- £33,945 per annum (City Pay Band 4) Enhanced Rates for evenings and weekends

**Location:** Parsons Court and Working from Home.

This is flexible – working in Cambridge on site or at one of our offices or working from home. You will be able to balance your work location accordingly, however it is advised in this role for a 70% / 30% split, in favour of working in the office.

**Group: Communities**

## Person Specification

### You'll join us with experience of:

- ✚ Working in a live/outdoor events environment
- ✚ Office administration
- ✚ Working with a variety of stakeholders i.e. caterers, traders, artists, contractors
- ✚ Working as part of a team
- ✚ Handling income and expenditure

### You'll be able to demonstrate that you have:

- ✚ Appreciation and understanding of the live event industry and local community events.
- ✚ Awareness of good event management practice
- ✚ Knowledge of relevant statutory regulations and legislation, including food hygiene
- ✚ Knowledge of procurement practice

### Your qualifications and training will include:

- ✚ Excellent computer skills, including email, word-processing, spreadsheets and data bases.
- ✚ Strong interpersonal skills
- ✚ Creating and managing logical administrative processes
- ✚ Excellent communication skills
- ✚ A good level of maths and English at GCSE level or equivalent

### While not essential, it would be advantageous for you to have:

- ✚ Able to work weekends and evenings as needed to meet the needs of the role.
- ✚ Reliable, flexible and practical
- ✚ Demonstrates behaviours consistent with the Council's competency framework.

## Job Description:

### JOB PURPOSE

To support the effective planning and delivery of the City Events programme, working with the City Events Manager.

### MAIN ROLES & RESPONSIBILITIES:

- ✚ To be an active member of the City Events team, working with others to ensure that events are planned and delivered effectively, taking a lead role in the planning and delivery of allocated workstreams, and contributing to the longer-term planning for the programme.
- ✚ To provide efficient and effective administrative and organisational support for the planning and delivery of the City Events programme.
- ✚ To manage specific workstreams, including but not limited to sourcing caterers and traders, merchandise, temporary staff, and advancing arrangements with artists and performers and other contractors.
- ✚ To be the main point of contact for City Events enquiries and general event correspondence.
- ✚ Contribute to ensuring that the City Events programme achieves its expected targets through effective planning and monitoring against agreed targets, financial and other.
- ✚ Ensure that all financial transactions relating to allocated workstreams are properly recorded, and that all purchases are carried out in accordance with the procurement policies of the Council.
- ✚ To be a core member of the on-site delivery team, carrying out allocated tasks, co-ordinating, briefing, and supervising temporary staff as required.
- ✚ Ensure that office based administrative systems are translated effectively and seamlessly into the on-site environment and manage their on-site operation. This includes ensuring that all physical equipment needed for the administration for City Events on site is in place, and that it is collected and securely stored at the end of the on-site period.
- ✚ Support the work of the Folk Festival and Venues teams as directed by your line manager from time to time in accordance with the grading of the post.
- ✚ Carry out any other duties as required by your line manager from time to time in accordance with the grading of the post.