

JOIN US

RECRUITMENT PACK

EVENTS OFFICER

STARTING SALARY: £43,472PA

ANNUAL LEAVE: 28 DAYS, PLUS BANK AND PUBLIC HOLIDAYS

HOURS: 40 PER WEEK, FLEXI-TIME

PENSION≈ LGPS 19% EMPLOYER CONTRIBUTION

MORECAMBE TOWN COUNCIL
MORECAMBE TOWN HALL
MARINE ROAD
MORECAMBE
LANCASHIRE
LA4 5AF

WWW.MORECAMBE.GOV.UK

TELEPHONE: 01524 956026

Dear applicant,

Thank you for your interest in applying for the role of Events Officer.

This recruitment pack is designed to give you more information about the role and our organisation.

Please note that whilst we accept CVs and cover letters, we will also accept other formats of application - this is to ensure we get all the information from you that we need to be able to shortlist for interview.

Our shortlisting panel will only consider the information you submit - so please ensure that your application contains all the information about you that you want to get across.

Please apply by email, for the attention of Luke Trevaskis, to luke.trevaskis@morecambe.gov.uk no later than 29 April 2024. Please note we reserve the right to close this vacancy early if we receive sufficient applications for the role.

If you would like an informal discussion about the role and our organisation, or if you have any other questions please call 01524 956026.



Luke Trevaskis
Chief Officer



ABOUT US

Morecambe is a welcoming community, proud of its historic past, which looks forward to a thriving and sustainable future.

Established in 2009, the Town Council is the most local level of government for the town of Morecambe.

Having recently been the first local authority in Lancashire to achieve Quality Council status, the Council is in a strong position to be a voice for the community, endeavouring to contribute to the town, and support others and those groups who do the same.

The Council comprises of twenty-six elected councillors across eleven wards and elections take place every four years. The council is supported by a small team of officers to fulfil its ambitious plans, and it expects to see considerable growth in the delivery of a wider variety of services for the community in the coming years.

The Council is currently delivering a programme of community events which aim to work with residents to boost economic outcomes for Morecambe, drive tourism and increase civic pride across the town.

ABOUT THE ROLE

It's an exciting time to be joining the Council and we've recently restructured our team to make our organisation more dynamic, efficient and effective. As the Council's Events Officer you will work to develop and deliver a first-class events programme from start to finish - planning, organising, and executing activities, ranging from small local community events to large-scale festivals. You will be responsible for ensuring events run smoothly, are enjoyable for everyone involved, remain within a set budget, and adhere to all health and safety requirements.

This role will require creativity and an eye for detail to bring each project to life. This position is key to ensuring that the Council's event programme is exciting, inspiring, and newsworthy - providing an excellent customer experience at all times.

Working in a fast-paced environment, you will liaise with other team members to ensure that events are a success, adequately budgeted, and well promoted. As part of this, you will identify new opportunities and ways to continually improve each event - including applying for grant funding or sponsorships when appropriate.

Building a strong and resilient community is important to the Council, and the successful applicant should demonstrate an understanding of target audiences - including (but not limited to) local demographics and tourists.

Excellent communication and organisational skills are required, alongside the ability to work independently as well as part of a team. Experience of working to multiple deadlines is essential. The role includes occasional evening and weekend working as the majority of events will take place outside office hours.

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Morecambe Town Council believes its mission is to represent the best interests of the town and people of Morecambe. To enable communities to participate in, and inform local decision making - providing a platform and voice for all. ”



WORKING FOR THE TOWN COUNCIL

Morecambe Town Council recognise its biggest asset is its staff and is committed to getting the best from you by providing access to appropriate training and development throughout your employment.

You will work as part of a small supportive team and your manager (the Chief Officer) has an open-door policy - welcoming and encouraging requests for support and guidance.

You will be required to attend frequent staff meetings which will be focussed on employee development, problem solving and action points.

Morecambe Town Council provides an Employee Assistance Programme to give staff additional support. This provides you with access to a confidential support helpline for a range of issues including stress and anxiety.

The Council operates a flexible working policy to ensure staff do not work more hours than they are paid; this allows staff (with agreement of their manager) to build a credit or debit balance of working days.

All out of pocket expenses will be reimbursed in line with the Council's expenses policy.

The Council organises fun and exciting team building activities throughout the year to foster strong bonds between colleagues.



JOB DESCRIPTION

1. Develop and deliver (from start to finish) an annual portfolio of high quality and important events to connect the Council with its community, stakeholders, partners, and tourists - researching and drafting proposals to create inspiring workshops, festivals and events, in consultation with the Council's directives and the Festivals, Sponsorships and Events Committee.
2. Prepare a project plan for each event and manage multiple (often competing) deadlines whilst maintaining a high level of attention to detail - problem solving any logistical or resource issues.
3. Prepare progress updates for members and contribute to meeting agendas and minutes.
4. Manage the recruitment of event staff, including volunteers where appropriate.
5. Ensure all activities comply with Health and Safety requirements, and council policies.
6. Ensure all events are delivered on time, within the budget you have set, and in line with the Council's objectives, and that the end to end experience is excellent at every stage for attendees and stakeholders alike.
7. Attend events which the Council is supporting/sponsoring.
8. Obtain sponsorship and grant funding to maximise the available funding scope of each event.
9. Undertake daily administrative tasks to ensure the functionality and co-ordination of operations.
10. Work closely with the PR and Marketing Officer to develop a communications plan for each event and collaborate to develop written materials such as leaflets, website text, social media posts, and any other event collateral that is required.
11. Support the Council's market research function, ensuring surveys and reports / questionnaires are analysed to provide sufficient direction for the Council's activities, and post-event evaluation. Ensure feedback is managed and recommendations are made to improve future events, preparing post-event reports as required.
12. Liaise with external organisations, maintaining relationships with stakeholders, sourcing and maintaining a strong database of suppliers.
13. Apply for all necessary event licences and permissions, writing detailed risk assessments which detail event requirement and aims, situation analysis, budget constraints, and risks.
14. Provide support to stakeholders and review grant applications received by the Council.
15. Undertake training and professional development relevant to the role.
16. Undertake any other duties commensurate with the level of the post as may be required by the Council, supporting other services as appropriate.

ADDITIONAL INFORMATION

General Statement

The above duties and responsibilities do not include or define all tasks that may be required of you. Duties and responsibilities may vary without changing the general character or grade of the role.

As a normal part of your job, you are expected to routinely undertake corporate activities, appropriate to grade of the role.

Learning and Development

You are expected to undertake any training and development appropriate to the current and future needs of the post.

Health & Safety at Work

All members of staff are responsible for fulfilling their health and safety roles and responsibilities, as outlined in the Job Description. It is the employee's responsibility to ensure that they are familiar with the Council's health and safety policy, procedures, work instructions and relevant risk or other health and safety assessments pertinent to their work tasks, and that they carry out their work tasks in accordance with the significant findings of such.

Equal Opportunities

Morecambe Town Council is an Equal Opportunities employer and has equal opportunities policies with which you are expected to comply at all times. The Council condemns all forms of harassment and is actively seeking to promote a workplace where employees are treated with dignity, respect and without bias.

Community Safety

Section 17 of the Crime and Disorder Act requires local authorities to consider the community safety implications of all their activities. Officers of Morecambe Town Council should have an awareness of community safety and consider any community safety implications within their own area of responsibility.

Safeguarding

Morecambe Town Council delivers a range of services and activities that impact on the lives of children both directly and indirectly. Safeguarding children, ensuring their welfare, safety and health is of paramount importance. We are committed to providing safe and supportive services that will give children the opportunities to achieve their full potential.

UK Driving Licence

A full current UK driving licence is essential, as the post holder will be required to travel across the town (and further afield) to deliver and attend off site events.

PERSON SPECIFICATION

The person specification is used to decide if you are the right person for the job. This position is subject to an Enhanced DBS check.

The criteria marked "E" are essential prerequisites for the job and you are unlikely to be offered an interview if you cannot demonstrate these.

The criteria marked "D" are desirable aspects that help make candidates stand out, but we will provide full training and development in these areas if required. The criteria are assessed through the application form to shortlist for interview and at the interview itself.

EDUCATION AND TRAINING

- GCSE/O Level (or equivalent) at C or above in English and Mathematics (E)
- Educated to degree level (or equivalent experience) in an Event Management role (E)
- Project management qualification e.g. Prince2 (D)
- Health and safety qualification e.g. IOSH, Neboosh (D)

SKILLS AND KNOWLEDGE

- Strong project management skills (E)
- Excellent written and verbal communication skills, with an ability to convey information to a range of audiences in a clear, inspiring and confident manner (E)
- Ability to design promotional leaflets, posters and graphics (D)
- Highly organised with an ability to demonstrate initiative and self motivation (E)
- An understanding of the GDPR and the importance of confidentiality (E)

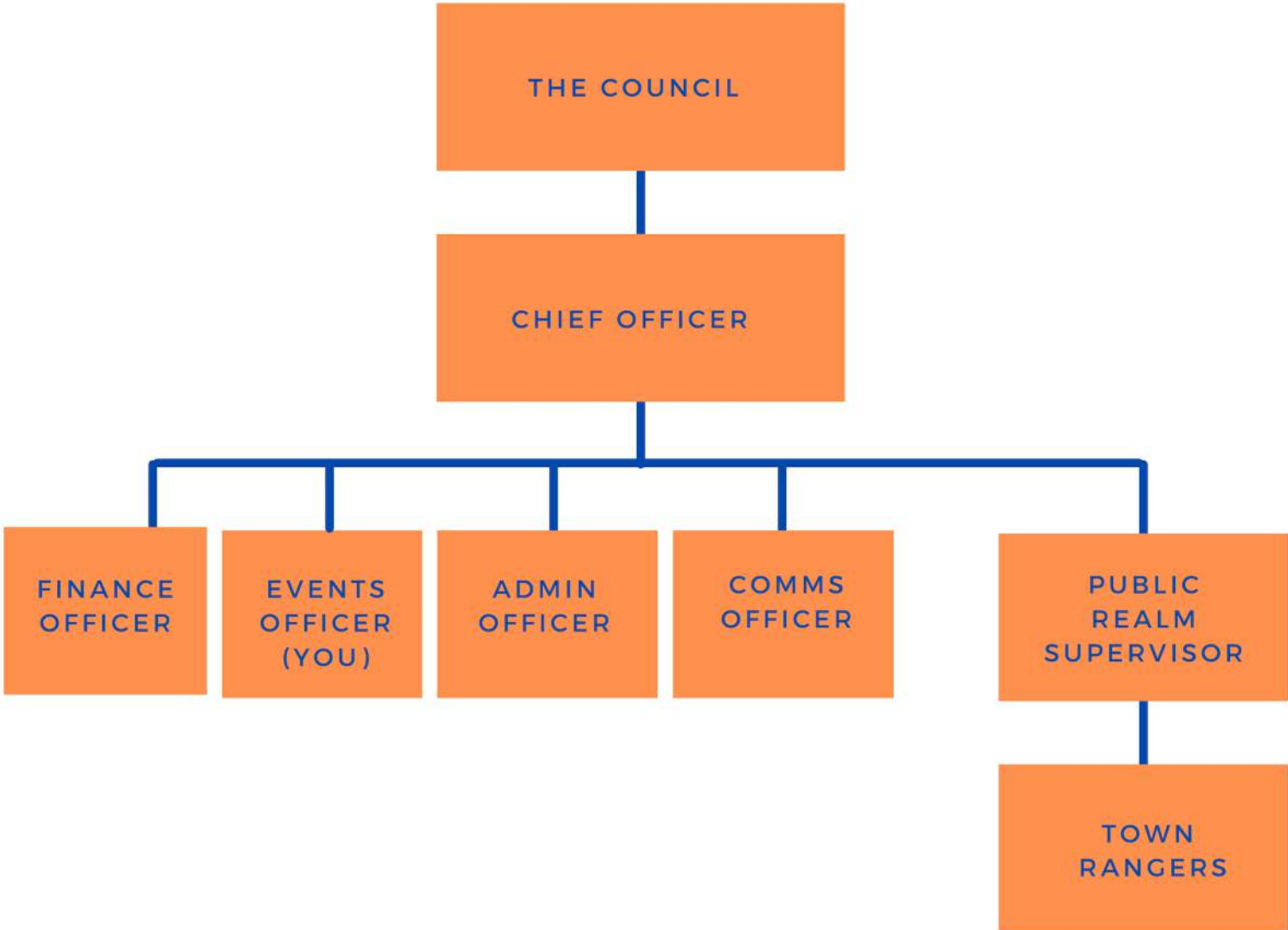
EXPERIENCE

- Experience organising a diverse range of large and small scale events (E)
- Proven experience of managing events that have attracted 10K+ visitors (D)
- Proven budget management experience (E)
- Experience using website design software such as Wordpress (D)
- Experience using graphic design software such as Adobe Suite (D)

PERSONAL ATTRIBUTES

- Highly developed professional who can evidence an innate ability to project manage (E)
- A flexible, diplomatic, and proactive approach to work (E)
- Creative and able to turn an event idea into a reality (E)
- Willingness to work evenings and weekends as required (E)
- Ability to keep calm and measured, particularly whilst delivering events (E)
- Ability to manage a varied workload within a multi-disciplined environment, meeting pre-determined deadlines and ensuring work is methodical and accurate (E)
- Value the importance of community and the work of the Town Council (E)
- Ability to embrace team work (E)

ORGANISATIONAL STRUCTURE





SELECTION PROCESS AND INTERVIEWS

The closing date for applications is 29 April 2024. Please note this position is ongoing and may be offered to a suitable candidate prior to, or following, the application deadline.

A shortlisting panel may comprise of the Chief Officer and members of the Personnel Committee. Each application will be reviewed and scored based on how well you meet the essential and desirable attributes of the person specification.

The Council aims to shortlist candidates for interview by 1 May 2024. Unfortunately, we are unable to respond to every application. If you do not hear from us by 3 May you may not be suitable for the role at this time.

PRINCIPAL TERMS OF EMPLOYMENT

The detailed terms of employment will be confirmed in a written contract which will be issued on your first day of employment.

JOB TITLE

Events Officer

SALARY

You will start on local government SCP 32-36 (£20.90-£23.09 per hour) dependant on experience, skill set, and qualifications.

These levels of remuneration are set nationally and adjusted for inflation annually.

HOLIDAY

You will receive 8 weeks annual leave (including bank and public holidays).

HOURS OF WORK

This role is full time for 40 hours per week.

Evening and weekend working may be required in the delivery of events and will be part of the flexible working arrangements.

SICKNESS

You will be paid in accordance with Statutory Sick Pay.

PENSION

You will be enrolled in the Local Government Pension Scheme.

PROBATION

New starters are subject to a six-month probation period.

APPRAISAL

All staff undergo an annual appraisal.

