



Job Description

Job title	Events Officer	D	Full-time 37 hours
Department	Leisure, Culture and Place	Salary	SK9 (£29,931 per annum)
Location	Across South Kesteven	Contract	Fixed Term Post – 12 months

Main Job Purpose

Working with the Arts & Cultural Service Manager the post holder will be responsible for arranging the safe management of a wide range of Council events, either independently or in collaboration with other cultural organisations or delivery partners.

Responsibilities include:

- Delivery of a range of Council events to promote the district and South Kesteven District Council.
- Ensuring the events programme is widely advertised and supports the Council's Corporate objectives.
- Liaising with external providers to deliver a range of events and workshops as necessary.
- Supporting and assisting in the delivery of a programme of events to support the Council's Cultural Strategy.
- Engaging with a wide range of stakeholders including external organisations, Elected Members and other Council departments.
- Maintaining a vibrant and informative presence on all social media channels to promote events within the district.

This role is not politically restricted

Main Statement of Responsibilities

- To arrange a programme of events to raise the profile of South Kesteven district and complement the Council's Cultural Strategy.
- To co-ordinate and promote events across the district, including ensuring they are delivered safely.
- To promote the programme of events to a wide audience to ensure improved footfall and engagement.
- Work closely with the Council's Communications Team to ensure that all press releases, editorial copy and adverts effectively promote events.
- To be the point of contact at events and to manage a team of stewards/volunteers.
- Protect South Kesteven District Council by keeping information confidential.
- Monitor and promote social media campaigns regarding events taking place across the district.
- Assist in cultivating contacts and partnerships with local organisations and groups who can benefit from access to the Council's arts offer.
- To build positive working relationships across the arts and events sector.



- To work closely with Elected Members and Senior Officers to ensure that the events programme supports the delivery of the Council's Corporate Plan.
- Identify and apply for funding to complement the budget available and widen the reach and capacity of the events programme.
- Be part of a wider team rota to ensure visibility of staff in venues when required.
- To demonstrate a proactive, flexible and responsive approach to the role within a regularly changing environment.
- To provide support to wider groups and organisations wishing to hold events on Council owned land.

Core values

Our vision is to "be the best district in which to live, work, and visit." To achieve this promise, we are building an organisation with a strong internal culture. Our values determine how we behave and deliver services to our residents and businesses and how we interact with each other, and we believe that our values are just as important as skills. They focus attention on six areas:

#TEAMSK - Trust, Empowerment, Accountability, Making a Difference, Supportive to All, Kindness

Trust

- We act with credibility, professionalism, and integrity in all that we do.
- An important guiding principle in the Council's operations and decision-making process, Trust is found in all relationships; from colleagues, Members and building our resident's trust.

Empowerment

- Committed to creating an environment where employees are encouraged and supported to take initiative.
- A culture of collaboration and teamwork where everyone is encouraged to share ideas, contribute, and work together.

Accountability

- Taking responsibility for our actions and operating in a transparent manner.
- Whatever job we do, we're responsible for our own performance.

Making a Difference

- Addressing the complex challenges we face with innovative solutions.
- The Council is driven by a purpose to create a positive impact and improve the lives of residents and the community of South Kesteven.

Supportive to All

- Putting residents at the heart of everything we do.
- Being an inclusive Council that values and celebrates diversity.

Kindness

- Empathy and understanding of others.
- Treating everyone with respect.





Person Specification
Relevant Experience, Skills and Knowledge
<p>Essential</p> <ul style="list-style-type: none">• Proven experience of developing and managing a wide range of events to time and on budget.• Experience in developing external funding bids and securing funding.• Experience of identifying opportunities to improve delivery of events, taking a collaborative approach to partnership working.• Experience of leading and delivering community and stakeholder engagement activities.• Experience of developing positive working relationships with relevant partners and stakeholders and influencing these to deliver a common agenda. <ul style="list-style-type: none">• In depth knowledge of the health and safety requirements related to events• Knowledge of concepts of Marketing & Sales• Ability to meet deadlines• Experience in publicising arts and creative events• Previous experience in a similar environment/role• Experience of developing media relationships• Experience creating design briefs <p>Desirable</p> <ul style="list-style-type: none">• Keep job knowledge up to date by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organisations.
Relevant Qualifications
<p>Essential</p> <ul style="list-style-type: none">• A track record of continuing professional development.• A good standard of ICT skills including Microsoft Office applications• Numeracy skills sufficient to plan and analyse financial expenditure and performance data.• Experience of securing and managing external funding.
Communication and Interpersonal Skills
<p>Essential</p> <ul style="list-style-type: none">• Effective communication and interpersonal skills• Effective customer care skills• Total flexibility in terms of hours and duties• Demonstrate evidence of general enthusiasm and understanding for the arts and events• Willingness to undertake further training• Ability to remain calm under pressure and resolve issues