

# **SEFTON METROPOLITAN BOROUGH COUNCIL**

## **JOB DESCRIPTION**

**Department:** Economic Growth & Housing

**Location:** Agile/Southport

**Division:** Tourism

**Post No:** TBC

**Post:** Major Events Officer

**JE No:** A5171

**Grade:** H

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**Responsible to:** Senior Major Events Officer

**Responsible for:** N/A

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### **Job Purpose**

To co-ordinate the Authority's major events to deliver the annual event programme and achieve the Tourism Departments strategic and financial objectives.

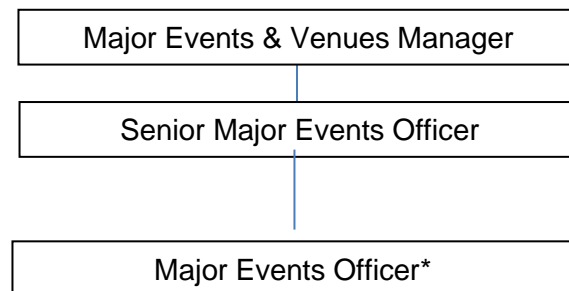
To provide assistance to the Senior Major Events Officer & and assist as required in all aspects of the Events Section's function.

### **Main Duties**

- Help implement the long-term vision and strategy for the major events and venues.
- Maintain a good understanding of national, regional and sub-regional policies, guidance and priorities in events management.
- Co-ordinate an on-going events programme in line with the strategic objectives of Sefton Council.
- Responsible for the Co-ordination management of a year-round events programme for Sefton in order to develop the borough as a premier tourism destination under the direction of the line manager.
- Assist in the creation and management of individual event budgets.
- Ensure public safety and insurance requirements are met in accordance with Government legislation and council policy, liaising with internal and external bodies, to include the emergency services and internal departments of Sefton Council.
- Liaise with other departments of the local authority in order to ensure effective co ordination and efficient management of events, and appropriate and co ordinated use of resources.
- Represent the line manager as required at meetings,

- To assist the park booking and event process ensuring that bookings are approved by the appropriate organisations and comply with the necessary health and safety requirements.
- To provide advice and assistance where appropriate to private event organisers proposing to hold
- To ensure public safety and insurance requirements are met in accordance with Government legislation and council policy, liaising with internal and external bodies, to include the emergency services.
- To be acquainted with all health and safety legislation affecting events

## Organisational Chart



\*This post

## Special Conditions

Occasional Weekend and out of hours work will be required

## General

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and its grading.

The person appointed will be expected to work flexibly and the exact nature of the duties described above is subject to periodic review and is liable to change.

The post is customer facing therefore you must have the ability to fulfil all spoken aspects of the role with confidence through the medium of English.

All staff have a duty to take care of their own health & safety and that of others who may be affected by your actions at work. Staff must co-operate with employers and co-workers to help everyone meet their legal requirements.

The Authority has an approved equality policy in employment and copies are freely available to all employees. The post holder will be expected to comply, observe and promote the equality policies of the Council.

Note: Where the postholder is disabled, every reasonable effort will be made to support all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job.

Since confidential information is involved with the duties of this post, the post holder will be required to exercise discretion at all times and to observe relevant codes of practice and legislation in relation to data protection and personal information.

Undertake, and participate in training, coaching and development activities, as appropriate.

Prepared by:	Mark Catherall
Designation:	Service Manager - Tourism
Date:	November 2024

## SEFTON COUNCIL – Tourism - PERSON SPECIFICATION

**Job Title:**

Major Events Officer

**Post Number:**

Criteria	Essential	Desirable	Assessment Method
<b>Experience</b>	<ul style="list-style-type: none"><li>• At least one year practical experience in events management.</li><li>• Previous experience of being involved and understanding Health and Safety.</li></ul>	<ul style="list-style-type: none"><li>• Appropriate professional qualification in a relevant discipline (Health &amp; Safety, Tourism etc).</li><li>• Understanding and knowledge of the visitor economy</li></ul>	A/I  A/I  A/I
<b>Demonstrable skills, knowledge and aptitudes</b>	<ul style="list-style-type: none"><li>• Strong communication skills, with the ability to develop long term relationships</li><li>• Evidence of your ability to prioritise and meet deadlines.</li><li>• Excellent attention to detail and organisational skills.</li><li>• A high level of written, ICT and presentation skills.</li><li>• Ability to build effective working relationships and network with private and public sector.</li><li>• Willingness to work unsociable hours and travel where required.</li></ul>		A/I  A/I  A/I  A/I

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