**Role Profile**

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| **Job Title**  | Leisure & Events Officer |
| **Team** | Environment & Climate Change | **Grade** | 5 |
| **Reports to** | Leisure & Wellbeing Business Manager |
| **Date** | August 2025 |

**One Arun:**

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| Every role at Arun contributes towards our [**Vision – *A better future***](https://www.arun.gov.uk/download.cfm?doc=docm93jijm4n18990.pdf&ver=20441), and every employee strives to embrace and champion our [**Values**](https://arungovuk.sharepoint.com/sites/intranet/staff/Useful%20documents/Arun%20values%20explanation.pdf#search=arun%20values)**:**A logo of a chat  Description automatically generated |

**Overall job purpose:**

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| To support the Leisure & Wellbeing Business Manager in monitoring the leisure and voluntary sector contracts. To support the delivery of Council priorities as identified within the Council’sVision and Wellbeing Strategy. To contribute to partnership working to help residents and communities to lead healthy and active lifestyles.To support The Events Management & Marketing Officer in facilitating the provision and application process of events, filming and activities upon Local Authority owned land.  |

**Key areas of focus:**

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| 1. | Contribute to the development and delivery of local Leisure priorities which includes the Council’s two leisure centres, community centre, entertainment centre and water play. |
| 2. | To support the delivery of a range of both capital and revenue projects, which includes responsibility of a set budget for Leisure and Events |
| 3. | To develop links and partnerships with organisations and groups and act as liaison between event organisers, voluntary sector providers and the leisure contractor when required.  |
| 4. | Help to identify relevant funding opportunities to improve Leisure & Wellbeing outcomes and support in the submission of funding bids.  |
| 5. | Monitor the Council’s Leisure facilities and report on findings on a regular basis and support with contract administration  |
| 6. | Support Council projects that deliver health and social outcomes and environmental benefits, including, but not limited to the Wellbeing & Climate Change Strategies  |
| 7. | Represent the Council at internal and external meetings relating to Leisure and Events as required |
| 8. | Undertake research and analyse leisure and wellbeing data to inform and support service delivery and priorities. |
| 9. | Promote leisure, events and wellbeing initiatives to Arun residents and Council employees |
| 10. | To manage aspects associated with applications for events, activities and filming across the district, ensuring a coordinated and consistent approach in line with Council procedures and policies  |
| 11. | Research, develop and facilitate new events and initiatives to support economic activity and enhance the cultural offer of the district |
| 12. | Support the Council’s events policy and ensure events are delivered in compliance with this policy, the council’s legal obligations and any other key strategy or policies. |
| 13. | Willing to work outside normal hours when required including some weekends and bank holidays. Out-of-hours work will include inspections at certain events on Council land to ensure event organisers are complying with all requirements placed upon them |
| 14. | Any other duties that are appropriate with this post. |

**Additional information (not contractual)**

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| 1. | Responsible for 0 staff. |
| 2. | Service delivery. The postholder is expected to work to service delivery standards set by others.  |

**Role Requirements**

The following outlines the criteria for this post. Applicants will be shortlisted and interviewed to assess if they meet the criteria for the role.

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| **Criteria** | **Essential** | **Desirable** |
| **Professional Qualifications**  |
| IOSH Level 3 Certificate in Occupational Safety and Health Principles and Practice |  | X |
| National Pool Plant Operators Certificate |  | X |
| **Experience** |
| Communications, marketing, and promotion |  | X |
| Managing partnership working with a range of organisations, agencies, and stakeholders  |  | X |
| Basic understanding of basic principles of Health and Safety | X |  |
| Production and assessment of risk assessments | X |  |
| Experience of using Microsoft Office applications (Word, Excel, Access, Outlook) | X |  |
| **Knowledge** |
| Understanding of the local government environment and challenges |  | X |
| Basic knowledge of Leisure Centres & Events Management principles | X |  |
| **Behaviours** |
| Accountability: Accepts responsibility for their own actions, behaviours, performance and decisions and is transparent about this. Acknowledges when things go wrong and learns from this | X |  |
| Consistency - Continually maintains standards and behaviours that lead to producing high quality work and delivering on promises and commitments. | X |  |
| Active listening: Gives the speaker their full attention, genuinely listening, and tries to see things from their perspective. | X |  |
| **Competencies** |
| Collaborative Working - Working together to achieve a shared goal. Builds effective relationships with internal and external customers | X |  |
| Communication - Able to communicate clearly, appropriately and respectfully with colleagues and customers | X |  |
| Emotional Intelligence - Works to develop self-awareness, empathy, and an understanding of stress management and others’ emotions, to help build rapport, support collaboration and diffuse difficult situations. | X |  |
| Customer focus: Takes pride in and is committed to delivering high quality services. Identifies and clarifies individual needs. | X |  |
| Industry knowledge: Keen to keep abreast of knowledge and best practice specific to the role/area | X |  |
| Problem solving: Able to identify issues related to the job, offering solutions.. | X |  |
| **Other**  |
|  | Yes | No |
| Does this role require a **Basic** DBS (Disclosure and Barring Service) check? | X |  |
| Will the post holder be required to take card payments via MOTO. (If yes – needs basic DBS). |  | X |
| Is this a Politically restricted post? |  | X |
| Does this role require any out of hours/ weekend/ evening work?   | X |  |
| Does this role require a driver’s license and access to a vehicle? | X |  |
| Will the post-holder be driving an Arun Fleet Vehicle? |  | X |
| Does this role attract an essential car user allowance? |  | X |
| Does this role attract a market supplement? |  | X |
| Does this role require a uniform? |  | X |