

RUGBY BOROUGH COUNCIL

JOB PROFILE

Post No.**Post Title:** Assistant Event Officer**Unit/Team:** The Rugby Town**Grade:** Grade B**Service:** Leisure & Wellbeing**Reports to:** Town Centre Event and Marketing Officer**Issue Date:** December 2025

PURPOSE OF THE JOB

To provide administrative and organisational support to the Event and Marketing Officer for the delivery and promotion of Council managed events within the town of Rugby.

1. ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- 1.1 Provide administrative support to The Rugby Town website, including updating the What's On section.
- 1.2 To support the delivery of promotional content including The Rugby Town social media platforms.
- 1.3 To support the physical delivery of events, including responding to queries from the public and event plans and details.
- 1.4 To ensure compliance with Brand Standards related to The Rugby Town
- 1.5 Keep promotional materials up to date
- 1.6 Meet and Greet customers / members of the public during the delivery of events.
- 1.7 Provide event delivery support at council events including organising equipment and supplies, liaise with event staff and appointed contractors such as to Hirers, Caterers, Technicians and Performers as requested by Line Manager
- 1.8 To provide a high standard of customer care.
- 1.9 Sell and issue tickets on event days if applicable

1.10 To be responsible for the security of an event when on duty

2. OTHER DUTIES AND RESPONSIBILITIES

Any other reasonable duties as requested by your manager, in line with your skill and knowledge.

3. SUPERVISORY RESPONSIBILITIES

No supervisory responsibilities.

4. FINANCIAL RESPONSIBILITIES

No financial responsibilities.

5. RESPONSIBILITY FOR ASSETS AND DATA

To provide support with the administration of The Rugby Town website and social media

6. EXTENT OF PUBLIC CONTACT

Members of the public, external providers and Council officers.

7. WORKING CONDITIONS AND ENVIRONMENT

Unsocial hours and weekend work maybe required specifically related to event calendar.

Smart appearance

8. CORPORATE RESPONSIBILITIES

All staff have to act within the Council's rules and follow all reasonable management requirements. These are contained within: the Council's Standing Orders, Employment Policies, Constitution and Code of Conduct for Employees. Other documents may be introduced at times setting out rules of the Council. These will cover responsibilities and requirements for the following:

Financial Accounting
Equality and Diversity
Health and Safety
Risk Management

Anti- Fraud
Data Quality and Data Protection
Business Continuity
Major Emergency Plan
Procurement and Contract Management
Safeguarding of Children and Vulnerable Adults

Copies of the relevant rules and policy are available on the staff intranet or from your manager

In addition, all employees are expected to behave in line with our Values and Behaviours and challenge other employees whose behaviour is against our values.

9. KNOWLEDGE, SKILLS, EXPERIENCE AND QUALIFICATIONS

Refer to Person Specification attached.

Signed as agreed:

Postholder

Date

PERSON SPECIFICATION



Post: Assistant Event Officer

For effective performance of the duties of the post the postholder will be able to demonstrate that they have the skills and/or knowledge detailed in 'Essential Criteria'.

Criteria	Essential/ Desirable	Method of Assessment
Experience of working in a customer facing environment	E	A/I
Good communication and interpersonal skills	E	A/I/R
Ability to work well within a team	E	A/I/R
Able to work under pressure and deadlines, organising tasks accordingly	E	A/I
Experience of support the delivery of events, either indoor or outdoor	E	A, I
Demonstrates good organisational skills	E	A/I
Experience of working in an entertainment environment	D	A/I

Application	A
Interview	I
Test (written, presentation, practical – eg word processing)	T
References	R
Documentary – eg certificates	D