Role Profile

(This document is to be read in conjunction with and supports the relevant Job Family)

Job Title	Events Officer		
Job Family	Specialist		
Level	2	**Grade:**	CCC-12
Directorate/Service	Place: Culture, Leisure and External Development		
Reports to (job title)	Senior Voluntary Sector Development Manager		
DBS Requirement	Basic: No	Standard: No	Enhanced: No
Way of Working i.e. Flexible or Fixed	Flexible	**Politically Restricted Post**	No

ROLE SPECIFIC ACCOUNTABILITIES

Purpose

To proactively seek opportunities to host commercial events for public enjoyment on CCC land

To support, coordinate, and encourage community activity, providing support to existing and new community events.

To provide logistical support to ensure that events are delivered safely and adhere to the CCC Events Policy and Terms and Conditions for use of Public Open Space.

To liaise with Case regarding the management of the event application process and approve (in consultation with the Safety Advisory Group) the use CCC land for events.

Principle accountabilities

- To encourage and support external commercial opportunities to host safe and well managed events on council owned public open spaces.
- To support organisations to deliver sustainable events that comply with industry standard health and safety requirements.
- To work with the wider External Development team to support the development of community and volunteer groups to enable them to programme and manage events independently.
- To work with partners internally and externally to effectively manage the use of public open space for the enjoyment of visitors and residents including working with Case Services to ensure events are well spread across agreed event locations in the district.
- To ensure all partnership activities and relationships are clearly defined and are compliant with all CCC policies regarding working with third parties, e.g. procurement, safeguarding, insurance requirements.
- To manage relationships and expectations between groups and other council departments to enable the successful delivery of the event programme.

- To work with event organisers to promote and ensure adherence to agreed management expectations and industry standards
- To identify any risks to the council, from safety concerns to reputational harm as early as possible and work with multi agency colleagues to advise on suitable mitigations.

There will occasionally be a requirement to support the council in direct event delivery.

In the case of our own events:

- To produce detailed proposals for events (for example, timelines, venues, suppliers, legal obligations, staffing and budgets)
- To manage and coordinate suppliers and all event logistics (for example, venue, catering, travel)
- To liaise with marketing and digital teams to publicise and promote the event
- To produce post-event evaluation to inform future events
- To research opportunities for new clients and events and develop new ideas for events
- To turn those ideas into strategic plans and a programme of events
- To apply for grants, funding or sponsorship where required
- To monitor budgets and income targets

ROLE SPECIFIC REQUIREMENTS	
Knowledge	• A sound knowledge and understanding of Outdoor Event Management processes and health and safety requirements. • Good understanding of assessing risks in public open space including emergency planning, anti-terror precautions and multi agency working • Knowledge of key local government legislation – including equalities and safeguarding • Knowledge of arts, cultural and heritage event programming • Knowledge of public safety at sports events • A good understanding of the Purple Guide and industry standards linked to event planning
Experience	• Experience in small and large scale event management • Experience managing events in public open space • Experience working with volunteers and community groups • Experience of partnership and collaborative working • Budget management experience • Experience of programming and managing high profile events
Skills	• High level communication skills and ability to communicate information to a wide range of audiences. • Ability to assess and monitor risks • Monitor measurable and meaningful performance targets. • Ability to work flexibly with different customer groups including but not limited to; councilors, senior management, external organisations and the general public. • Ability to manage multiple and conflicting deadlines • High level of problem solving, taking into consideration multiple sources of information
Qualifications	Educated in relevant degree or equivalent experience. Formal qualifications in Health and Safety and/or crowd management level 5 and above would be beneficial
JOB DIMENSIONS - *Include key statistics relating to the job*	
Annual budgetary amounts - *State if impact is direct or indirect*	Income target approx. £35k per annum pro rata

Services / Teams reporting to the job holder - *directly & indirectly*	Direct: 0 Indirect: Indirect reporting lines for steward and contractors may be required on an ad hoc basis
Any other relevant statistics	

WORKING ENVIRONMENT CONTEXT
This role requires travel across the district to different event sites and can include working outside of office hours. Therefore, access to independent transport is required.

ROLE PROFILE SIGN-OFF		
Completed by	*Name – Michelle Moubarak*	*Date 07/10/25*
Reviewed/Agreed by	*Name- Ali Small*	*Date 14/10/2025*
Job Holder	*Name TBC*	*Date*