**Job Profile Information: Events Officer**

**This supplementary information for Events Officer is for guidance and must be used in conjunction with the Job Capsule for**

**Job Level 3 Zone 1, Camden Way Category: Work as One Team**

**It is for use during recruitment, setting objectives as part of the performance management process and other people management purposes. It does not form part of an employee’s contract of employment.**

**Role Purpose:**

We are seeking a highly experienced, competent, and dynamic Event Officer with substantial event delivery and management experience. The role engages a wide range of clients, both Corporate and Community and multiple partners. We seek a candidate with experience of Sales and Commercial business in the event industry and links with Creative Media Companies as we expand our work with commercial brand activations and business partnerships in the Borough.

**Example outcomes or objectives that this role will deliver:**

* This role requires the post holder to work with both community and corporate clients, primarily in the booking and delivery of events for our Parks and Open spaces, and Untraditional spaces.
* You will have a can-do attitude and be able to work effectively on your own initiative and as part of a team,
* You will be commercially astute recognising opportunities for Camden and develop relationships;
* You will be an effective communicator, liaising and negotiating across a range of clients, partners and external stakeholders.
* You willpossess experience of managing complex personnel, audience and public challenges in delivering the duty management aspects of events
* You will have qualification or demonstrate a full understanding of Health and Safety and Licensing issues for the delivery of events especially in relation to outdoor spaces
* You will be responsible for the development of an existing client base to increase the business capacity resulting in income maximisation for the service;
* You will be responsible for operational management and administration of outdoor locations and venue hire for event delivery
* This role requires some basic financial administration
* **People Management Responsibilities:**

*To oversee and support duties of interns*

* **Relationships;**

*Relate to the Senior Events Manager and Head of Arts and Libraries, as well as Event Officers x 2 at same level*

* **Work Environment:**

*Based in the Camden Centre office and Council offices 5 Pancras square, some flexi hours with option of working from home or at Locations relevant to related event delivery.*

* **Technical Knowledge and Experience or equivalent:**
* *Proficiency in eg. Access, Excel, Microsoft office suite, Powerpoint, Outlook and other digital software Systems*
* *Proficiency in Health and Safety eg. IOSH, Crowd Management, Risk Assessment*
* *Customer Service*
* *Marketing, Promotion, Brand Activation*

**Camden Way Five Ways of Working**

*In order to continue delivering for the people of Camden in the face of ever increasing financial pressure, we need to transform the way we do things. We call this the Camden Way. The Camden Way is a key part of our transformation strategy often referred to as the transformation triangle which links the Camden Plan, the Camden Way and the Financial Strategy together.*

The Camden Way illustrates the approach that should underpin everything we do through five ways of working:

•Deliver for the people of Camden

•Work as one team

•Take pride in getting it right

•Find better ways

•Take personal responsibility

For further information on the Camden Way please visit:

<https://camdengov.referrals.selectminds.com/togetherwearecamden/info/page1>