**Job Profile Information: EVENT OFFICER**

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

**Job Level** Level 3, Zone 1, **Camden Way Category ……3………………………………**

**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:**

Highly experienced, competent, and dynamic Event Officer with substantial event delivery and management experience to work in our events service with a wide range of clients and multiple partners, community, council and corporate.

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

*(Approx. six to eight key statements)*

* Duty Management and Supervision of events
* Administration of event bookings, venue hires for both indoor and outdoor locations
* Creative thinking to encourage additional business for event delivery ie sales and marketing
* Ensuring health and safety and Risk Assessment for contractual permission of events within Camden indoor and outdoor event
* Excellent Customer service
* Development of existing client bases to increase business capacity and income maximisation

**People Management Responsibilities:**

Working and leading intern posts and temp contracted staff eg security and hospitality

**Relationships;**

*(Nature of relationships and partnerships e.g. internal, external, and level)*

You will be commercially astute recognising opportunities for Camden and develop relationships; communicating effectively, liaising and negotiating across a range of clients, partners and external stakeholders.

Clients are internal council services eg The Mayors office, Strategy and Change or Democratic services or community organisers such as local stakeholder and resident groups for eg our street parties and community festivals. Partners are organisations such as the Irish Centre or other local Camden groups that need our support and our commercial client base includes creative media companies, private celebration events eg weddings, brand activations, conferences, or exhibitions.

**Work Environment:**

*The applicant will be based in 5 Pancras square the Council officers within the exciting Kings Cross new development.*

*Office base is peripatetic according to demands of events in our many locations*

**Technical Knowledge and Experience:**

Knowledge of health and safety ideally IOSH qualified.

Understanding of basic technical demands for live music and conferences

Understanding of systems eg on line booking systems

Financial and budget understanding and relevant use of Excel

**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 by clicking [HERE](https://camdengov.referrals.selectminds.com/togetherwearecamden/info/page1)

**Chart Structure**

**1.HEAD OF SERVICE**

**2.MANAGER OF EVENT SERVICE**

**3.SENIOR EVENT OFFICER**

**4.EVENT OFFICER**

**5.FINANCE OFFICER**

**6. OPERATIONS OFFICER**

**7. EVENT AND ART PROJECT OFFICER**

**8. VENUE SUPPORT OFFICER**

**Intern**