**Job Profile Information: Events and Administration Officer**

**This supplementary information for Events and Administration Officer** **is for guidance and must be used in conjunction with the Job Capsule for Job Level 2 Zone 2**

**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:**

To provide project, events and administrative support to the Inclusive Economy team.

**Role Context:**

The Inclusive Economy Team works to support and harness Camden’s status as a world-leading centre of creativity and innovation, bringing together communities, public and private organisations to tackle inequality and create an economy that works for everyone. This includes actions to ensure that the benefits of growth are shared across communities. Key work areas for the team include;

* Maintaining the Council’s strategic relationship with the business community for the benefit of people and place, through the Camden Business Board, the Camden Place Board and our Business Improvement Districts
* Brokering apprenticeship opportunities for residents
* Developing and delivering neighbourhood job hubs that support residents to develop their skills and access good work
* Coordinating the network of employment support providers in the borough and increasing their capability and impact
* Taking forward the work of the Camden STEAM Commission, working with schools and employers like Google and Ted Baker to shape a 21st century curriculum

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

* Supporting the Inclusive Economy team with basic financial management – raising purchase orders and invoice requests, keeping track of event budgets as required.
* Meeting and Event administration support – booking rooms and venues, inviting and tracking attendees and RSVPs , booking catering and meeting and greeting guests

**For the Job Hubs**

* Supporting the running of the Job Hubs’ daily operations as required
* Undertaking local outreach and resident engagement to increase awareness of the service
* Responding to resident enquiries and signposting residents to relevant support
* Tracking Job Hub clients and outcomes - developing effective systems and processes, and monitoring the effectiveness of the Job Hubs
* Ensuring that the Job Hub client paperwork and database(s) are always up to date
* Creating an effective, user-friendly booking system, and booking appointments for employability officers

**For STEAM**

* Supporting the Camden STEAM Lead to arrange and run STEAM Hub events (inspiring teacher training conferences), monthly STEAM Ambassador training sessions at high-profile employer locations, and other STEAM events (which have previously included launch events at the Francis Crick Institute and Central Saint Martins, and Camden Challenge events for young people)
* Overseeing tracking and monitoring (primarily using Excel), including developing effective systems and processes, recording and monitoring STEAM employer/school activity, and feeding into reporting cycles
* Supporting communications with key stakeholders, for example supporting the Brokerage Manager to arrange employer volunteering activities in schools, and supporting recruitment of young people to the Camden Challenge
* Wider communications including producing regular school and employer bulletins

**People Management Responsibilities:**

* The role does not have any direct line management responsibility but could support the work programme for the team apprentices.

**Relationships:**

* This role reports to the Camden STEAM Lead or the Job Hub Lead
* The role will require the development of close relationships with other Council services, community services and residents

**Work Environment:**

* 5 Pancras Square and co-location with other service(s) in the Gospel Oak area

**Technical Knowledge and Experience:**

* Excellent communication skills
* Confident meeting a wide range of people and building relationships with them
* Flexible attitude
* Ability to take initiative and work as part of a team
* Punctual
* Ability to work under pressure and to tight deadlines
* Excellent organisational skills
* Great attention to detail
* Desire for professional development with a commitment to participate in appropriate training
* Understanding the need for confidentiality
* Commitment to and understanding of equal opportunities
* Competent in Microsoft office programmers, including Excel.