**Job Profile**

**Job Title: Senior Event Officer**

**Job Grade: Grade Level 3 Zone 1**

**About Camden**

‘Camden is building somewhere everyone can thrive, by making our borough the best place to live, work, study and visit. Because, we’re not just home to UK’s fast-growing economy. We’re home to the most important conversations happening today. And we’re making radical social change a reality, so that nobody gets left behind. Here’s where you can help decide a better future for us all.

We are seeking a highly experienced, competent, and dynamic Senior Event Officer with substantial event management experience to work in our Events, Libraries, Arts and Tourism service with a wide range of clients and multiple partners

**About the role**

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 and our portfolio of venues. You’ll be responsible for supervision and duty management of events in our venues, to include bar operations as well as some financial administration. Your responsibilities will involve anti-social hours.

The successful candidate will be responsible for the strategic development of an existing client base to increase the business capacity and income for the service; responsible for operational management administration of location and venue hire for event delivery in Camden and contribute to the wider and bigger picture of event delivery.

This role partners with the Cultural recovery for the Camden borough and feeds the bigger picture of economic recovery and community cohesion.

**About you**

**Skills and experience**

* You’ll be a dynamic and innovative individual with a background in local government and direct experience of event project management across indoor, outdoor and senior levels.
* You’ll bring significant knowledge and experience of event management including event licensing procedures, process and guidelines whilst demonstrating excellent customer care standards.
* You’ll be commercially astute recognising opportunities for Camden and develop relationships, communicating effectively, liaising and negotiating across a range of clients, partners and external stakeholders.
* To succeed, you’ll possess experience of managing complex personnel, audience and public challenges in delivering the duty management aspects of events.
* You’ll have a can-do attitude and be able to work effectively on your own initiative and as part of a team, supporting the services delivery and the council’s wider aims.
* You will understand to prioritise both income generation for the events service as well as ensuring better cross working in terms of direct delivery of key projects, community festivals, venue management, supporting management of the film contract and animating libraries with cultural events.
* You will motivate Event service colleagues ensuring the implementation of clear standards and practice.
* You will have IOSH or equivalent Health and Safety operational experience and qualifications

In return, you can expect a great range of benefits including a fantastic pension scheme. We also recognise and reward high performance, and salary progression is based on individual performance.

**Over to you**

We’re ready to welcome your ideas, your views, and your rebellious spirit. Help us redefine how we’re supporting people, and we’ll redefine what a career can be. If that sounds good to you, we’d love to talk

**Is this role Politically Restricted?**

Some posts at Camden are politically restricted, which means individuals holding these posts cannot have active political role. For a list of all politically restricted roles at Camden [click here](http://camdocs.camden.gov.uk/HPRMWebDrawer/Record/8081811/file/document?inline).

**Diversity & Inclusion**

At Camden, we value and celebrate difference and encourage diversity in all respects. Our diverse workforce ensures we represent our communities to the best of our ability and enables us to make better decisions. Because of this, we particularly welcome applications from Black, Asian and Marginalised Ethnic groups **)**, those who identify as LGBT+, neurodiverse and disabled people. Click [Diversity and Inclusion](https://camdengov.referrals.selectminds.com/togetherwearecamden/info/page2) for more information on our commitment.

**Agile working**

At Camden we view work as an activity, not a place. We focus on performance, not presenteeism. We create trusting relationships, we embrace innovation rather than bureaucracy and we value people. Collaboration is the Camden way, silo working isn’t.

At Camden we are proud to be one of Hire Me My Way’s inaugural campaign supporters. Hire Me My Way is a national campaign led by Timewise, designed to increase the volume of good quality jobs that can be worked flexibly in the UK (www.HireMeMyWay.org.uk). Hire Me My Way aims to treble the number of available good quality flexible jobs to 1 million by 2020.

**Asking for Adjustments**

Camden is committed to making our recruitment practices barrier-free and as accessible as possible for everyone. This includes making adjustments or changes for disabled people, neurodiverse people or people with long-term health conditions. If you would like us to do anything differently during the application, interview or assessment process, including providing information in an alternative format, please contact us on 020 7974 6655, at resourcing@camden.gov.uk or post to 5 Pancras Square, London, N1C 4AG,