

## Job Profile - Events and Admin Officer (Good Work Camden)

**Job Title: Events and Admin Officer**

**Job Grade: Level 2 Zone 2**

**Salary Range £29,873 - £32,210**

### 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.

### **Introduction:**

*Camden is investing more in employment support to ensure that residents can access good work that enables them to live secure, sustainable and happy lives.*

*Through Good Work Camden, we're designing and delivering Job Hubs that provide accessible and relational employment support, testing innovative approaches to supporting residents, investing in our employment and skills partners and giving businesses the support they need to enhance their recruitment practices. It's an exciting time to join this work in Camden!*

*This is a key role within Good Work Camden as we scale up our approach to reach and support more Camden residents. We are looking for an Events and Admin Officer who is proactive and enthusiastic about supporting the development of a service that will provide accessible and holistic support to help progress Camden residents into good quality work. The role will include support the administration of the Job Hubs, including supporting the oversight of the team case management, tracking resident outcomes, and supporting Programme Performance and Resource Manager with programme activity.*

### About you

To be considered for this post, you should possess, and be able to demonstrate, all of the following:

- **You are relational:** Supporting the running of the Job Hubs' daily operations, promoting the offer and encouraging new clients to access the provision
- **You are organised:** Providing meeting and event administration support – e.g. booking rooms and venues, inviting and tracking attendees, booking catering and greeting guests
- **You are comfortable with data:** Tracking Job Hub residents and outcomes – monitoring the effectiveness of the Job Hubs, and comfortable with Microsoft Office programmes.

- **You want to grow:** Desire for professional development with a commitment to participate in appropriate training. Raising purchase orders and invoice requests, keeping track of event budgets as required.
- **You build great relationships:** excellent communication and interpersonal skills and are effective in working with employers, local employment and skills partners and residents, as well as effective at maintaining records of engagement.
- **You are comfortable with case management systems:** ensure that the Job Hub case management system is always up to date
- **You are pro-active:** responding to resident enquiries, including booking appointments for employability officers, managing team inbox and supporting Programme Performance and Resource Manager

### **People Management Responsibilities:**

- The role does not have any direct line management responsibility

### **Relationships:**

- This role reports to a Programme Performance and Resource Manager
- You will work closely with Good Work Brokerage Advisors, Job Hub Lead and Job Hub Advisors to identify good work and other opportunities for Camden residents
- You will build strong relationships with employers, council services, external partners and residents

### **Work Environment:**

- Frequent co-location with other service(s) across the borough
- Regular time spent at 5 Pancras Square

### **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](#).

### **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 Ethnic Minority groups those who identify as LGBT+, neurodiverse and disabled people. Click [Diversity and Inclusion](#) for

further 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](http://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](mailto:resourcing@camden.gov.uk) or post to 5 Pancras Square, London, N1C 4AG