



Post Title: Event Assistant
Grade: D

Job Purpose

To promote the Council's vision, values, aims, objectives, and priorities actively and effectively, putting our citizens first through the delivery of best value services.

The role is a part of a small agile team that devise, develop, facilitate, and manage a high quality, innovative, inclusive, and aspirational citywide programme of year-round events.

The role offers the opportunity to work across the commercial, sporting, civic and community event sectors across a mix of direct delivery of Council commissioned events, client and venue management of commercial and community-led events and provision of event management services under contract.

Working closely with our Event Managers to produce around 10-major Nottingham events each year such as Goose Fair, Nottingham Light Night and Riverside Festival.

Supporting the venue and client management for around 200 events and filming applications received annually.

Individual Leadership Expectations

As an Officer of the Council, you will be expected to demonstrate our core behaviours, linked to the following four themes:

- **Individual Leadership:** by putting our citizens and customers first, delivering against your objectives, helping to set direction, and putting forward ideas for improvements.
- **Equality Diversity & Inclusion:** by ensuring we consider the needs of all NCC citizens in our work, show respect for others, upholding and adhering to the Council's Code of Conduct.
- **Change & Innovation:** by being creative, delivering change when needed, sharing problems, and helping to bring forward suggestions for improvements.
- **Collaboration:** by working well with others, identifying the needs of colleagues and others to deliver great services and by being a good communicator who works well with a range of audiences.

Specific Duties

1. Actively promote and embed Equality, Diversity, and Inclusion through all actions and in accordance with the organisation's EDI strategy and objectives.
2. Contribute to our corporate responsibility in relation to climate change by taking action and limiting the carbon impact of activities within your role and championing this work.



3. To support Event Managers in the project management, planning and timely and effective on-site delivery of several major Nottingham events.
4. In conjunction with the Event Manager write specifications, source suppliers, seek quotations and coordinate a range of infrastructure and services required to deliver an event.
5. To assist in the preparation, collation, and dissemination of event management plans, including but not limited to; risk assessments, contractor method statements, emergency plans, build and break schedules, traffic & crowd management plans, event schedules and similar.
6. Under the direction of the Event Manager coordinate and manage the Site Office function during off-site major events liaising with suppliers, contractors and artists including the distribution of accreditation, radios, meal tickets and similar.
7. To carry out a wide range of office duties and support for the Head of Events, including, but not limited to, the preparation of reports, maintaining effective filing systems and the collection, analysis, and manipulation of data for event evaluation.
8. Responding to and communicating with customers, suppliers and clients via phone, emails, letters and in person, including assisting with the teams 'Have your say' correspondence.
9. To provide team-wide finance support for the raising of raising and receipting of purchase orders / invoices / internal transfers (via Oracle Fusion) to ensure timely event settlements in accordance with the Council's financial procedures.
10. To provide support to the Venue Sales & Bookings function. Taking enquiries, updating venue diaries, processing event bookings for our parks and public open spaces.
11. Under the direction of Event Managers take occasional responsibility for small ceremonial, community, or commercial events for audiences up to 499 persons

Numbers and grades of any staff supervised by the post holder:

None

All staff are expected to abide by the obligations set out in the Information Security Policy, IT Acceptable Use Policy and Code of Conduct in order to uphold Nottingham City Council standards in relation to the creation, management, storage and transmission of information. Information must be treated in confidence and only be used for the purposes for which it has been gathered and should not be shared except where authorised to do so. It must not be used for personal gain or benefit, nor should it be passed on to third parties who might use it in such a way All staff are expected to uphold the City Council obligations in relation to current legislation including the Data Protection Act and Freedom of Information Act.



This is not a complete statement of all duties and responsibilities of this post. The post holder may be required to carry out any other duties as directed by a supervising officer, the responsibility level of any other duties should not exceed those outlined above.

Produced by: Head of Nottingham Events & Tourism

Date: 28th June 2024



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AREA OF RESPONSIBILITY	REQUIREMENT	MEASUREMENT		
		A	I	D
Individual Leadership	Takes personal accountability for own development.		✓	
	Drive and motivation, ability to deliver against challenging objectives.	✓	✓	
Change and Innovation	Confidence and ability to put forward ideas for change.		✓	
	Ability to be creative, to be able to identify problems and work to create solutions.	✓	✓	
Collaboration	Evidence of working successfully in partnership across different sectors, building and maintaining good working relationships.		✓	
	Evidence of actively working with others to improve collaboration internally and externally.	✓	✓	
Equality, Diversity, and Inclusion	An understanding of why it's important to consider equality, diversity, and inclusion in all that we do.	✓	✓	
	Demonstrating personal commitment to the equality, diversity and inclusion challenges faced by our workforce and Nottingham's people.	✓	✓	
Technical Skills and Knowledge	Some experience of major event planning, delivery, and management, ideally gained within the outdoor events, festival, or entertainment industries.	✓	✓	
	Experience of undertaking administrative functions within a busy office environment.	✓	✓	
	Client and diary management experience, ideally within a venue-based environment	✓	✓	
	Ability to relate complex information in clear language across a variety of formats.	✓	✓	
	Experience of taking responsibility for individual programme elements to a successful outcome, with the ability to manage conflicting and competing deadlines	✓	✓	
	Proficient in using Microsoft Office (Outlook, Teams, Word, Excel & Powerpoint). Willingness to undertake training in Oracle Fusion finance software and Auto CAD LT if required.	✓	✓	
	Experience of working to a budget, in financial administration and in compiling event settlements	✓	✓	
Qualification requirement	A graduate in Events Management - for example BA (Hons) Events Management or a similar / equivalent qualification	✓	✓	✓



Personal circumstances	A degree of physical fitness is required, sufficient to assist with event set up and management		✓	
	To work flexibly and effectively both in office and home environments and on-site during events including early mornings, evenings and weekends / bank holidays as required to ensure delivery of events.		✓	

A – Application

I – Interview

D – Documentary evidence