

## Job Description

<b>Job Title</b>	Event Assistant
<b>Directorate</b>	Neighbourhoods and Housing
<b>Service Area</b>	Culture Liverpool
<b>Grade</b>	4
<b>Competency Level</b>	1
<b>Salary</b>	£26,409 - 30,060
<b>Job Type</b>	Hybrid
<b>Location</b>	Cunard Buildings
<b>Disclosure and barring service (DBS)</b>	Not Required
<b>Job Evaluation Ref No</b>	

## Job Purpose

To support the Head of City Events on the daily running of the service including supporting Event managers & Creative producing team with administration, and providing project management support to the City events programme.

### **Directly Responsible For:**

- To provide effective administration and project management support including meeting management, minute taking, email correspondence, managing purchase order requests, monitoring project tasks and supporting event governance and delivery

### **Directly Responsible To:**

Head of City Events

### **Main Areas of Responsibility:**

- To facilitate the management of team and event meetings including the Joint agency meetings; arranging date and location, agendas, minutes and actions and collate accompanying papers
- Manage general correspondence, email and diary management and administrative support relating to the work of the Head of City Events and the event programme
- To provide Governance Support on all event delivery structure on major events
- To assist in the implementation of administrative systems and procedures to increase automation and the efficiency and effectiveness of the service

- To provide project management support to ensure projects are being delivered on time across multiple functional areas
- To conduct research and collate data to support the major event bids and post event reports
- To collate documentation and support the preparation of internal and external communication on behalf of the team including Cabinet Papers, Delegated Authority Reports and power point presentations
- Support with the coordination of activities and stakeholder relationships of external stakeholders and City Council departments to ensure safe, effective and efficient delivery of events
- To take on specific event related responsibilities and duties as requested by relevant senior managers in line with your knowledge and responsibility
- To support the team on procurement processes liaising with the Procurement department to ensure appropriate procedures are adhered for selection of service deliverers ensuring value for money is provided to the City of Liverpool
- Support stakeholder and resident engagement ensuring that businesses and stakeholders are aware of events taking place and the operational impacts expected
- To undertake duties outside of normal office hours (including weekend and evening event hours) as determined by the scope of the post.
- To undertake any other duty within the competence of the post holder (and relevant to the post) which may be required at the request of the Head of City Events

## Supervision and Management Responsibility:

- N/A

## Budget and Financial Responsibility:

- Being fully accountable for managing the council's resources well and complying with statutory requirements. This includes managing time, avoiding unnecessary waste, reuse and recycle resources to reduce personal impact
- Support the team to manage, monitor, and remain within budget and encouraging the team to deliver increased efficiencies
- Explore different options for funding and income generation to support the delivery of events

## Social Value Responsibility:

- Supports the delivery of inclusive, accessible and community-focused events that contribute to social value and positive engagement with residents, businesses and visitors

## Corporate Responsibility:

- Contribute to the delivery of the Council Plan
- Delivering and promoting excellent customer service, externally and internally.
- Commitment to customer excellence by dealing with customer feedback, including complaints, and learning from feedback in the drive for continuous improvement

- Making the council a great place to work, living the council's values, actively engaging in regular communications including team meetings, undertaking training as required and being responsible for managing own performance
- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken
- To ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice and the City Council's safety plan

## Physical Demands of the Job:

- The role includes manual handling, moving equipment, prolonged periods standing or working on-site at events, working outdoors and working outside normal office hours

## Competency Framework:

We operate a competency framework, a set of core behaviours which define how we are expected to approach our work, how we perform in certain situations and how we treat each other. Each competency details the standards of behaviours and skills required by all staff and this in turn supports delivery of our aim and our council plans linking them together with our values.

The post holder will be required to demonstrate the ability to perform at the following competency level 1.

[The competency framework can be found here.](#)

This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility. You will be expected to carry out any other duties that may reasonably be required in line with your main duties and changing priorities of the organisation.

# Personal Specification

Assessment methods used: I = Interview, P = Presentation, A = Application, E = Exercise, T = Test, AC = Assessment Centre

## Qualification and training

### Essential

- Completion of formal training or education related to project or event management (A,I)

### Desirable

- A relevant degree in Event Management or related subject.

## Experience

### Essential

- Experience of working in an event environment either as a paid member of staff or as a volunteer (A,I)
- Experience of providing administrative support, including meeting coordination, minute taking and data input (A,I)
- Experience of working with numerous internal teams and external partners and stakeholders (A,I)

## Desirable

- Effective communication with professionals and internal/external customers at all levels and in writing, email or face to face
- Previous experience of providing administrative support including document collation and distribution, minute taking and diary management
- Previous experience of using project management, event management and budget software
- Knowledge of major events including bidding, finance and delivery
- Understanding the delivery cycle of events and event bidding and the ability to deliver in a fast paced environment during key event delivery periods
- Experience of research and data collection

## Skills/Abilities

### Essential

- Excellent knowledge of MS packages ie Word, excel, outlook and numeracy skills in order to provide accurate administrative support and systems for the team (A,I)
- Excellent time management and organisational skills with the ability to work to tight deadlines, respond to multi-tasks and prioritise workload (A,I)

### DESIRABLE

- The ability to support project management, monitor progress and coordinate activity
- Ability to work as an effective team member

- Ability to demonstrate a high level of initiative and to anticipate the needs of the team supporting programme delivery
- Ability to take a flexible approach and work as an effective and supportive team member
- Ability to respond to requests for information whilst maintaining confidentiality

## Commitment

### Desirable

- Commitment to equality, diversity and inclusive practice
- Commitment to Liverpool City Council values and continuous improvement.
- Willingness to undergo training and development