

JOB DESCRIPTION

Job Title: Event & Festival Organiser

Responsible to: TBC

Hours

Purpose of job: To lead, manage and promote the safe operation of inclusive community events and festivals in the town centre and at the town hall. To work with a motivated band of volunteers throughout these events and ensure an enjoyable experience for all.

Principal Accountabilities:

1. Lead on the development of a commercial strategy for St Helier Community events & Festivals in consultation with stakeholders based on trends and best practice.
2. Responsible for the day to day operational management and delivery of the events internally and externally.
3. Lead on business development and delivery of a programme of themed community events and develop an ambitious programme of activities to maximise footfall in the town centre.
4. Ensure compliance with Parish of St Helier event standards as set out in the contract.
5. Ensure the service is customer focussed at all times. Monitor event performance and review customer service standards as needed.
6. Undertake risk assessments and put measures in place to ensure safe operation of Community events and festivals.
7. Work with others to promote town centre community events using all forms of marketing communications, including social media and parish website. Promote St Helier community events to new types of trader and themed event organisers to establish community events as an additional attraction in the town centre.
8. Organise and attend a number of varied internal events, such as Municipal & Senior Citizens Dinners, Afternoon Teas, Vin D'Honneur's etc., and liaise with outside agencies as and when required.
9. To ensure that all events/functions are undertaken within the set budget and where necessary arrange for the re-charging of costs/expenses to outside agencies.
10. Continue to build on the success of the Parish Social Team by encouraging new and existing volunteers to participate in a number of events. Work closely with local business to offer sponsorship, whether that be, financial or by their employees' offering of their time as part of their corporate social responsibility (CSR) programs.

Contact with: stallholders, committees, volunteers, town centre stakeholders including retailers, other businesses, residents and members of the public, contractors, transport companies, event companies

Candidate profile

The candidate must be approachable, organised and confident to deliver results. The role covers evenings/weekends so flexibility is essential.