



Role Profile

Job Title: Events Lead Officer			
Reference No:	A5584		
Service:	Communities and Neighbourhoods Service		
Job Family:	Community & Youth Work	Grade:	FC8

Purpose
To lead and manage the events management processes across the Council to support communities in Fife in the development and expansion of events and activities which will enhance local community involvement, ensuring that all events meet legislative and health and safety requirements.
To support the development and delivery of the Council Events Policy and Events Strategy and attract new audiences and visitors to Fife.

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
Leading, developing and managing the events management processes in Fife, securing permissions and licences required for events, both on council land and more widely across Fife.	Educated to SCQF level 9, which includes a Degree or equivalent. Events management knowledge and/or experience Health and safety knowledge and/or experience Risk management knowledge and/or experience	✓ ✓ ✓ ✓	
Leading on and providing events co-ordination across the Council and with key external partners.	Communication skills Experience of project management Conflict handling and problem-solving skills	✓ ✓ ✓	

Chairing multi-agency Events Safety Groups and acting as the Council's events co-ordinator for large-scale events.	Negotiation and influencing skills	✓	
Supporting the Team to co-ordinate and deliver the events strategy and policy across the Council, partner agencies and other stakeholders.	Experience and understanding of a local authority environment/culture, including partnership working	✓	
Supporting team members, providing advice and guidance on complex areas of work.	Supervisory skills	✓	
	Influencing skills	✓	
Providing professional leadership and supporting employees by applying people management skills e.g. providing appropriate training, team building and conflict resolution.	Leadership skills	✓	
	Interpersonal skills	✓	
Leading, designing and delivering training packages and online resources to support event organisers across Fife on events management and related legislative and safety requirements.	Presentation and/or facilitation skills	✓	
	Experience of delivering training		✓
	IT skills	✓	
Developing and implementing the Fife Events Strategy and Events Policy.	Research and analytical skills	✓	
Contributing to and representing the Council on relevant national groups	Experience of working with partners	✓	
Developing links with the Tourism Team for promotion of Fife and identifying opportunities to develop existing and new strategic events in Fife.	Experience of initiating and promoting continuous improvement		✓
Acting as the Council's out of hours point of contact for larger events.	Organisational skills	✓	
Authorising expenditure to support the Team operations.	Financial management skills		✓
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

Additional tasks or responsibilities – this is a generic role, however this particular job may also require you to undertake the following:			
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Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required	
Before confirming appointment: You may be required to obtain PVG scheme membership or a Disclosure check. Please refer to the job advert for clarification of the specific requirement.	
Additional Information – the following information is available:	Expected Behaviours
- Skills Framework (if applicable) - How we work matters	Every council employee is expected to lead the way by making decisions and behaving in ways that uphold our community commitments and values. Please refer to How We Work Matters Guidance to learn more.