

JOB DESCRIPTION

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| Job Title: | Events and Engagement Officer |
| Department: | Communications and Engagement |
| Location: | Sadler Road, Winsford |
| Post Number: | C064 |
| Grade/Role: | Scale 6 |
| Special Allowances: | None |
| Responsible to: | Engagement and Public Affairs Manager |

JOB PURPOSE

Under the direction of the Engagement and Public Affairs Manager, plan and deliver a programme of internal and external events that support key Service functions and priorities, and contribute to effective engagement with colleagues, stakeholders and the public.

PRINCIPAL RESPONSIBILITIES

- 1 Work with colleagues from across the Service to agree and implement an annual calendar of events, co-ordinating resources to ensure these are delivered in a well-planned, professional and consistent way across the year.
- 2 Project manage internal and external events and conferences: setting and managing budgets; researching venues; securing sponsors; identifying and negotiating with suppliers and contractors to ensure best value for money and events being delivered within budget. Ensure all events are delivered in adherence with relevant Service policies and corporate identity guidelines, within agreed budgets and that any legal and health and safety requirements are met.
- 3 Commission and act as the single point of contact in the Service for external suppliers, including off-site venues, audio visual and staging contractors and caterers. Ensure these services are procured in line with the Service's financial regulations, offer value for money and delivered in accordance with specification or contract.
- 4 Be the main point of contact at corporate events, managing registrations and attendance and ensuring the smooth delivery of all events, liaising with suppliers as required to troubleshoot problems and coordinate all event logistics.
- 5 Supervise the Engagement and Inclusion Coordinator to provide administrative and logistical support in the delivery of events. Ensure their input and work is accurate and to the required professional standard. Obtain additional support as required from the Service's events volunteers to provide additional capacity at events as required. Act as team leader at events, co-ordinating the activities of all colleagues and volunteers.

- 6 Commission copywriting for speeches, citations, presentations and events materials from the Communications and Campaigns Team and photography, video, graphic design and social media support from Digital, Visual and Social Media colleagues. Liaise with guest speakers/dignitaries as required in respect of undertaking speech writing on their behalf and/or providing event information, objectives and/or programme notes.
- 7 Work with the Engagement and Public Affairs Manager in support internal staff engagement programmes and external consultation with our communities to support the Service's objectives.
- 8 Maintain and promote guidelines for colleagues in running their own local events and activities, such as fire station open days and recruitment/positive action work, safely and compliantly.
- 9 Gather, interpret and report on feedback from events and monitor developments and innovation across the events industry, debriefing and making recommendations to colleagues on new ways of enhancing engagement and creating impact.
- 10 Deliver other activities, under the supervision of the Head of Communications and Engagement, which support and promote the delivery of the External and Internal Communications and Engagement Strategies.

Core Responsibilities for Cheshire Fire and Rescue Service Personnel

Personal Performance

To take responsibility for personal performance (including personal fitness) and the development of personal skills to ensure the required skills, knowledge and competence to fulfil the role.

Personal Accountability

To manage the areas of responsibility attached to the post or commensurate with the role in accordance with the Authority's Scheme of Delegation.

Core Values and Behaviours

To encourage and promote the values of Cheshire Fire Authority and comply with the required standards of conduct and so promote the Authority within the community by acting with integrity and honesty.

Equality and Diversity

To promote, adhere to and implement the Service's Equality, Diversity and Inclusion Strategy and Policy, and to work consistently to embed equality, diversity and inclusion within the Service.

Health and Safety

To work in compliance with Service Health and Safety Policy to ensure that hazards are identified and risks assessed and controlled. To be proactive in managing your personal health, safety and wellbeing and that of your colleagues.

Environment

To promote the Service's Environment Policy/Strategy by implementing working practices and procedures that ensure a sustainable approach to the use of resources and that resources are disposed of in an efficient and environmentally friendly way. To work consistently to embed environmental considerations, energy efficiency and compliance with the Environment Management System (EMS) within the Service.

N.B.

Notwithstanding the detail in this job description, in accordance with the Cheshire Fire and Rescue Service's flexibility policy the job holder will undertake such work as may be determined by the Chief Fire Officer/Line Manager from time to time, up to or at a level consistent with the principal responsibilities of the job and in any location within the Cheshire Fire and Rescue Service.

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| Document Control | Date of Creation: | 23/08/21 |
| Version | Date | Amended by (Initials) |
| V1 | 23/08/2021 | MS |
| Final | 22/10/2021 | MS following Hay |
| V2 | 05/08/2025 | GW/MS |

PERSON SPECIFICATION

Job Title: Events and Engagement Officer

| PERSONAL ATTRIBUTES REQUIRED | ESSENTIAL | DESIRABLE |
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| <p><u>Qualifications/Experience</u></p> <p>Educated to Level 6 or equivalent experience in the field of event management, public relations, consultation, or corporate communications.</p> <p>IOSH Managing Safely or equivalent experience in undertaking event risk assessment.</p> <p>Significant industry experience in event management.</p> <p>Some experience in public consultation and engagement.</p> <p>Significant project management experience.</p> | <p>*</p> <p>*</p> <p>*</p> | <p>*</p> <p>*</p> <p>*</p> |
| <p><u>Knowledge and Skills</u></p> <p>Excellent verbal, written and interpersonal and communication skills.</p> <p>Highly developed event organisation and management skills.</p> <p>Strong negotiating and influencing skills.</p> <p>Strong problem-solving skills with the ability to use initiative and make decisions.</p> <p>Excellent team leadership and delegation skills.</p> <p>Proficient in use of Microsoft Office applications e.g. Teams, Word, Excel, Powerpoint.</p> <p>Hold a full UK driving licence.</p> | <p>*</p> <p>*</p> <p>*</p> <p>*</p> <p>*</p> <p>*</p> <p>*</p> | |
| <p><u>Personal Competencies</u></p> <p>Self-confidence and belief in own professional</p> | <p>*</p> | |

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| knowledge and skills. | | |
| Creative flair. | * | |
| Excellent attention to detail. | * | |
| Flexibility in style and approach to ensure the best outcomes for the Service. | * | |
| The ability to work effectively under pressure | * | |
| The ability to manage competing priorities to ensure successful delivery. | * | |
| The ability to work collectively and collegiately with colleagues at all levels across the Service to deliver outstanding events and engagement activities. | * | |
| Flexibility, with the ability to work occasional evenings or weekends with notice, and where required to do so. | * | |