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**St Werburghs Centre**

**Role Description & Person Specification**

**Temporary Event Manager**

We have an exciting opportunity for an enthusiastic and well organised person to join St Werburghs Community Centre's team as Event Manager to manage our annual community event – Picnic in the Park.

The successful candidate will have creative ideas to develop and promote this sustainable community-led event, ensure it runs smoothly and is of benefit to the community, whilst ensuring all licensing requirements are met.  
  
SWCC team has over 10 years of event management experience and will offer guidance and support, as necessary. We are a friendly team working in the heart of Bristol. You will have an opportunity to meet a lot of people, have fun and learn on the job.

**Hours:** Average 10 hours per week, for 13 weeks, starting 20th June 2022 finishing 16th September 2022 - flexibility is essential as week’s leading to the event will require more working time.

**Accountable to:** Centre Director

**Accountable for:** Volunteers

**Based at:** St Werburghs Community Centre, Horley Road, Bristol, BS2 9TJ

**Benefits:** Training

Generous Annual Leave

Company Sick Pay

**Job Description**

**Purpose of job**To work closely with the Community Centre staff, members and users managing the events’ licensing, programme, infrastructure and budget.  
To manage pre-production, events on the day and post production.  
To observe and implement SWCA policies and procedures in all aspects of the events, delivery and post production.

**Key tasks**Licensing, fundraising, community engagement.  
Ensure that the event is organised in line with SWCA objectives in relation to diversity, community engagement and accessibility.  
Producing detailed spreadsheets/maps for events (timelines, event plans, volunteering)  
Assist in creation of promotional materials to include the events programme and website  
Promoting on the radio, online and locally via posters and leaflets  
Obtaining raffle prizes and sponsorships from local businesses  
Managing infrastructure: decorations, gazebos, marquees, signage, staging, waste, catering and PA  
Booking artists performers and activities  
Recruit, brief and supervise volunteers  
Ensuring excellent events evaluation through surveys on the day of event.  
  
**Person Specifications**Office skills – the proven ability to be able to provide high quality documents in the appropriate format fast and efficiently.  
The person appointed will need to have excellent communication skills face to face, over the phone and online.  
You will need to be able to work individually, and as a part of a team.  
We need somebody who enjoys working in a busy environment, can organise and prioritise their own workload, is able to multitask and is proactive.  
Flexibility is essential – as we are a small team and need people willing to undertake a range of duties outside the key tasks when required.  
Experience of running events is desirable but not essential.

