


<b>Profile Title:</b>	Events and Programmes Assistant	 <b>BARNSLEY</b> Metropolitan Borough Council			
<b>Reports to:</b>	Team Manager				
<b>Employee Supervision:</b>	None	<b>Grade:</b>		<b>Profile Ref:</b>	91133
<b>Purpose of the Post</b>					
To assist in the delivery and support of marketing events and/or programmes					
<b>Responsibilities</b>					
<ul style="list-style-type: none"> <li>• Provide support in all practical aspects of events and programme management.</li> <li>• Using Content Management Systems to accurately update the service websites and systems.</li> <li>• Draft information for social media platforms (under supervision)</li> <li>• Gain a working knowledge of existing and emerging online communication technologies.</li> <li>• Assist with preparing and collating information, including analysing and evaluate data/information and produce reports appropriate for a range of audiences</li> <li>• Work closely with team colleagues in the application of best practice principles and carry out workplace inspections and risk assessments.</li> <li>• Identify opportunities that could improve the council's online internal and external communications and marketing provision.</li> <li>• Support the delivery of project plans across services and partner organisations as required and provide support where necessary, including attending relevant meetings.</li> <li>• Work with key stakeholders to ensure that a customer focused approach, usability and accessibility is maintained with particular focus on easy to read information and simple to use self-service tools.</li> <li>• Support user engagement and feedback to inform improvement opportunities.</li> <li>• Undertake general administration including placing orders and processing payments.</li> <li>• Assist in the management of events and the supervision of casual staff ensuring they carry out their duties and to co-ordinate recruitment and deployment procedures for contractors and technical operatives.</li> <li>• Uphold Health and Safety and other relevant regulations in the workplace.</li> <li>• Undertake any other duties commensurate with the role as required by management.</li> </ul>					
<b>Education and Training</b>					
<ul style="list-style-type: none"> <li>• Relevant Level 3 qualification or equivalent</li> <li>• Microsoft office experience.</li> <li>• Video editing training</li> <li>• Willing to undertake training and continuous professional development in connection with the post.</li> </ul>					
<b>Relevant Experience</b>					

<ul style="list-style-type: none"> <li>• Experience of working in an events or programme organisation role</li> <li>• Experience and application of best practice in usability and information digital platforms</li> <li>• Experience of filming and editing videos</li> <li>• Significant experience in using and writing content for social media platforms such as Facebook, Twitter and Instagram</li> <li>• Experience of working in visitor attraction or town centre environment</li> </ul>	A/I A/I E A/T A/I	E E D E D
<b>General and Special Knowledge</b>	<b>Measure</b>	<b>Rank</b>
<ul style="list-style-type: none"> <li>• Knowledge of the basic principles of events or programme management.</li> <li>• Knowledge event safety legislation and risk management</li> <li>• An awareness around digital developments and how these can influence continuous</li> <li>• Improvements for on-line access and effective communications</li> <li>• An understanding of how video can enhance communications and e-learning experience</li> <li>• An understanding of digital developments, standards, current thinking and how these can influence changes in customer behaviour</li> </ul>	A/I A/I A/I A/I A/I A/I	D D D E E E
<b>Skills and Abilities</b>	<b>Measure</b>	<b>Rank</b>
<ul style="list-style-type: none"> <li>• Excellent organisational , communication and interpersonal skills</li> <li>• Ability to communicate effectively with the public using a suitable level of fluency in spoken English, in line with the English Language requirement for public sector workers.</li> <li>• Able to follow basic procedures, including financial, health and safety and marketing</li> <li>• Skilled in using social media platforms</li> <li>• Able to stay calm under pressure.</li> <li>• Able to work effectively and flexibly as part of a team.</li> </ul>	A/I A/I A/I A/I/T A/I A/I	E E E E E E
<b>Additional Requirements</b>	<b>Measure</b>	<b>Rank</b>
<ul style="list-style-type: none"> <li>• Willing to work flexibly in accordance with policies and procedures to meet the operational needs of the council.</li> <li>• Work in accordance with the council's values and behaviours.</li> <li>• Able to undertake any travel in connection with the post.</li> </ul>	A/I I A/I	E E E