

Events Facilitator, Arts, Culture and Heritage

Department: Economy
Section: Local Economy – Arts, Culture and Heritage
Reports to: Sector Lead, Arts, Culture and Heritage
JE Ref: ECON1016

Grade: CS07

JE Date: 03/05/2023

Job purpose

Facilitate and co-ordinate the effective and timely delivery of the annual Arts, Culture and Heritage events that builds awareness, understanding and maximum engagement amongst both the creative industries sector and the island's communities as a whole. Responsible for the administration and sign-posting of the events and related activities with key stakeholders and support the external communications including; social media channels and websites.

Job specific outcomes

1. Supports the Arts, Culture and Heritage team in the effective and timely delivery of the Arts, Culture and Heritage events supported by the Department.
2. Develop strong relationships with key internal and external stakeholders in the delivery of Arts, Culture and Heritage events and support relevant third-party activities when required, ensuring effective planning to manage expenditure, health and safety and other regulatory requirements are in place
3. Facilitate and co-ordinate the calendar of Arts, Culture and Heritage events
4. Support the Department's Communication team with external communications to promote the calendar events through, but not limited to, social media channels and websites
5. Responsible for ensuring stakeholders are aware of Government's governance and compliance requirements particularly around the Public Finance Manual.
6. Ensure post Arts, Culture and Heritage events and activities are evaluated against agreed performance measures.

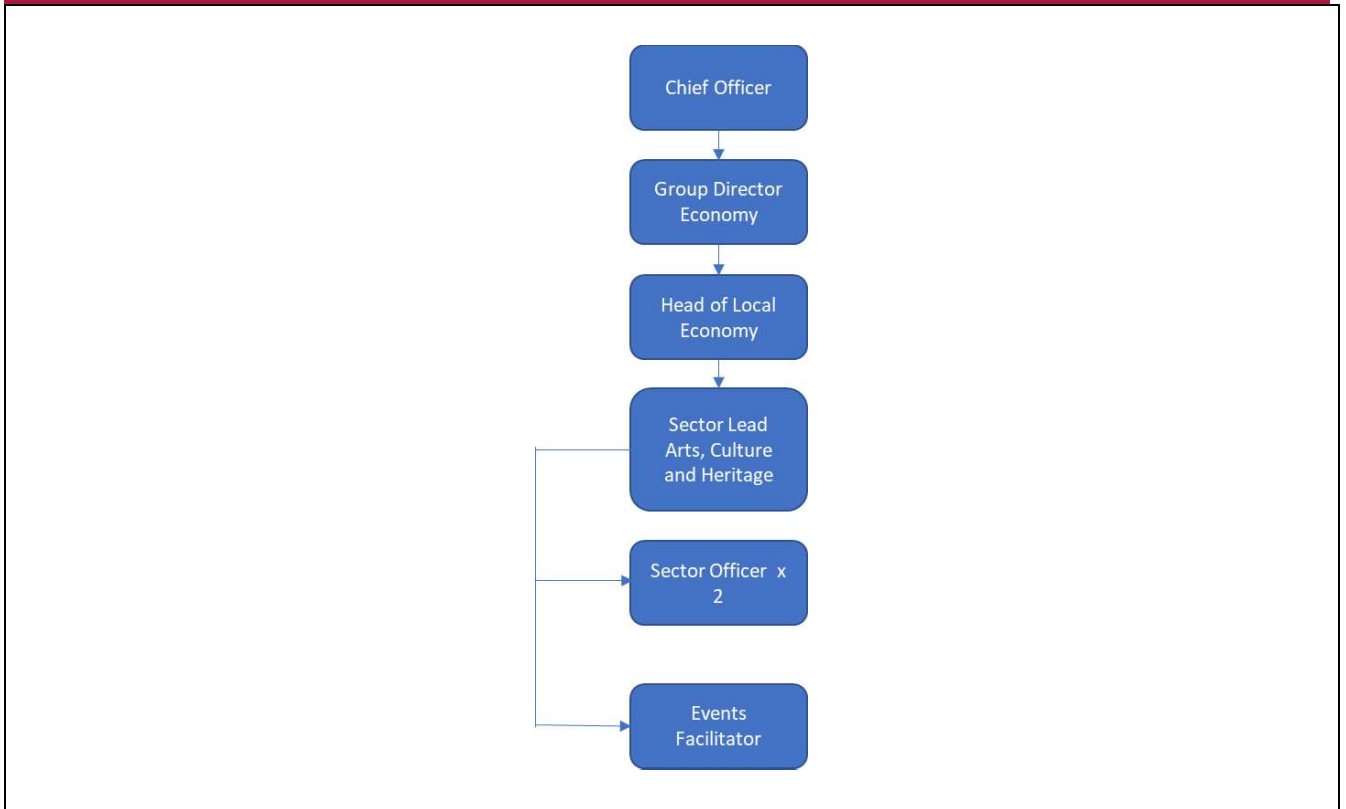
Statutory responsibilities

Active engagement, participation and compliance with any other statutory responsibilities applicable to the role, as amended from time to time.

Government Departments



Organisation chart



Person Specification

Specific to the role

ATTRIBUTES	ESSENTIAL	DESIRABLE
Qualifications	Marketing Communications / Event Management or Public Relations Certificate	A degree
Knowledge	Project Management, campaign management and event delivery knowledge	A sound knowledge and understanding of the workings of government and the States of Jersey and experience of working in a political environment
Technical / Work-based Skills	Good level of English language. Copywriting and promotional literature production.	
General Skills/Attributes	<p>Methodical and both excellent organisational skills and excellent problem-solving skills.</p> <p>Excellent communication, networking and collaboration skills</p> <p>Comprehensive knowledge of the use and application of information technology, including Microsoft products: Word, Excel, PowerPoint and Access; E-newsletter systems; online content management systems (CMS).</p>	Competence using Adobe design programmes Illustrator and InDesign would be an advantage
Experience	<p>A proven track record in events facilitation and co-ordination</p> <p>Experience and strong track record of working with external stakeholders</p> <p>Experience of organising public events including budgetary control and process</p>	

Personal Attributes

Delete as appropriate:

Appointees to this role will be required to adhere to and perform their duties in line with the standards identified in the States of Jersey tier 5 core accountabilities attributes and behaviour indicators.