

JOB DESCRIPTION



Job title	Events Assistant (12 Months Fixed Term)
Held by	Vacant
Date	January 2023
Reports to	Events Coordinator
Hours of Work	25 hours per week, including weekends and evenings as required for event delivery.

Purpose of position

This is a new role within the Council. Its purpose is to support the Events Coordinator in planning, organising and promoting a range of local and destinational events.

Key tasks

- a) To help liaise with local and regional news media to ensure that all Council events are suitably profiled.
- b) To help maintain the Council's close working relationship with key organisers of non-Council events, such as Tussock Country and Southern Field Days, and provide any guidance or assistance as directed.
- c) To champion quality and professionalism in District events, ensuring that good practice in one area is replicated in another.
- d) Identify potential sources of funds (e.g. sponsorship, grants etc.) for Council owned events, maintain and build relationships with new and existing sponsors and, complete applications and proposals for funding in line with our events strategy
- e) To work with external contractors and performers
- f) To liaise with elected members and staff for events, where necessary
- g) To ensure Council events meet the required health and safety standards
- h) To assist with the planning, organising and delivery of the following main events, as well as any others as required:
 - Parks Week (4 – 12 March 2023)
 - On the Fly Maitāwhiri River Festival (19 March 2023)
 - Freeze Ya Bits Off Busking (2 – 4 June 2023)
 - Kāhui Whetū (13 July 2023)
 - Hokonui Culture Feast (13 October 2023)
 - Santa Parade (10 December 2023)
 - Christmas Carnival (10 December 2023)

Personal Specifications

This role requires someone who is flexible, has a can-do attitude and is an excellent communicator. There is a need to have an eye for detail, and to work calmly when under pressure. A good understanding of the Microsoft suite of products is desirable.

Qualifications

- A formal tertiary qualification is not necessary. Experience in event organisation, sponsorship/fundraising, and/or administration is preferred but is not required.

Planning and organisation

- The ability to “get things done”, prioritise and create and sustain momentum on projects is essential.
- The employee must be able to effectively plan, organise and manage workloads and resources.
- Must be able to work flexible days and hours for event delivery.

Teamwork

- Be capable of working within a team on projects.
- Be responsive to adopting a range of roles within a team.

Relationships

- Be able to build positive relationships within an organisation and with external organisations and individuals.
- Able to generate confidence and respect with sponsors.
- A positive “can do” attitude that ensures work is completed within set timeframes and targets are achieved.

Communication

- Ability to convey information and ideas in written and oral form to a wide range of people.
- Have well developed listening skills and the ability to make people feel that their contribution is valued.
- Be comfortable writing web content and using social media.

Occupational health and safety

The employer and employee will meet their obligations under the Health and Safety at Work Act 2015.

The employer’s duties include ensuring, so far as is reasonably practicable:

- The provision and maintenance of a safe working environment for employees and others in the workplace.
- The provision and maintenance of facilities for the welfare of employees while at work
- The provision of necessary training instructions to employees.
- The provision and maintenance of safe machinery, equipment, and working arrangements.
- The provision of suitable procedures to deal with work emergencies.
- That health and safety employee engagement and participation practices are in place.
- That it consults and cooperates with other businesses operating in the same workplace(s).

The employee will follow the employer's health and safety rules and procedures (Gore District Council's health and safety manual). The employee will take reasonable care to look after their own health and safety at work, their fitness for work and the health and safety of others.

Examples of how the employee can take reasonable care include:

- Following all health and safety rules and instructions.
- Participating in health and safety discussions.
- Taking reasonable care that their actions (or inactions) do not cause harm, or risk of harm, to themselves or others.
- Not reporting for duty under the influence of alcohol or drugs that impair their performance or fitness for work.
- Wearing all the necessary personal protective equipment and clothing.

The employee must report any potential risks, accidents, incidents and near misses so that the employer can investigate or eliminate or minimise harm or risk of harm.

Failure to follow reasonable health and safety rules (including this clause) may be considered serious misconduct.

Civil defence

To take part in civil defence training programmes and exercises in order that the officer is able to assist effectively in a civil defence emergency.

KiwiSaver

If the employee is a member or is automatically enrolled, the Council will make a matching employer contribution of either 3% or 4% to any approved KiwiSaver scheme. The employee may elect to make a 3%, 4%, 6%, 8% or 10% contribution.

Confidentiality

The employee, during the time of employment and after termination of employment, will keep confidential any knowledge or information which may be acquired during the course of or incidental to that employment with the Gore District Council concerning any members, staff, customers or clients of the Gore District Council or other confidential matters with which the Council may have been involved.

Property

Following termination of employment, the employee shall deliver to the Gore District Council all material, papers, documents, uniforms and any other property of the Council before a final pay will be settled.

Other

Appropriate and relevant training and professional development will be provided. An individual employment agreement will be entered into with the successful applicant.