

COMMUNICATIONS GROUP

EVENT MANAGEMENT SUPPORT OFFICER **(Fixed term for 6 Months, part-time (22.5 hours/week), band C)**

Purpose

The purpose of this role is to provide efficient and effective administrative, co-ordination and communications support services for the Cairngorms Nature Festival (CNF) 2017.

Responsibilities

- Co-ordination & production of the CNF2017 programme of events
- Liaison with event organisers throughout the planning & delivery stages
- Production & distribution of the support materials – posters, flyers, pop-up stands/power flags, roadside signage etc.
- Manage the CNF webpage to ensure information is up to date including bookings
- Manage online booking system and ensure event organisers and attendees are kept informed of specific event details
- Support the organisation of the 3 ‘tier I’ events being led by CNPA
- Online feedback survey & analysis of results/preparation of a final report
- Co-ordination of the School Arts Competition including the judging process
- Support the project manager to develop & co-ordinate delivery of the project plan

General

- Contribute to the work of the Communications Group and CNPA as a whole and ensuring compliance with financial procedures;
- Contribute to the delivery of the National Park Partnership Plan; and,
- To conduct other work, as necessary. All post holders are required to be flexible with regards their job description so that the organisation can adapt to new opportunities and priorities over time.

Person Specification - Knowledge, experience and training

ESSENTIAL

- Good verbal and written communication skills;
- Strong IT skills;
- Sound organisational skills and ability to manage own workload;
- Knowledge/experience in managing large events and production of support materials;
- Knowledge/experience of digital communications and website management;
- Able to work in partnership with CNPA and individuals from other organisations;
- Proactive networker outside and inside the organisation;
- Ability to be precise/accurate as mistakes can have significant consequences;
- Good team player and flexible approach to apply skills to a range of tasks;
- Driving Licence or access to a driver if disability prevents driving.

DESIRABLE

- An understanding of the purpose and aims of the National Park;
- Previous experience of working directly with senior management;
- Previous experience of a broad range of administrative and technical functions;
- Problem solving skills in relation to minor issues which may occur throughout the organisation.
- Knowledge of the Gaelic language

September 2016