

# Colmore BID Job Description & Person Specification

## Job title

This job is for the role of **Events Manager**. Salary: £20 - £30K

## Job purpose

This is an exciting opportunity to work with one of Birmingham's largest Business Improvement Districts (BIDs), in an area boasting over 35,000 workers (pre Covid) and more than 600 businesses. With significant development work taking place within the city centre, which includes enhancements to the public realm, the city and the needs of its workers have evolved, meaning so must events.

The successful candidate will coordinate the BID's busy events calendar, managing an existing programme of annual events, while developing new ideas which will look to further engage with the nearby community. Relationship building with partners and contractors will be key to the role, with a level of event production and management experience required

With between 500,000 and 1million extra visitors anticipated to arrive in the city for the Commonwealth Games in 2022, it is important that we as a BID make the most of this opportunity in order to support levy payers and encourage economic growth.

## Responsible to

The person doing the job is responsible to the Communications Manager.

## Responsible for

The person doing the job has no direct line management responsibility but is expected to work with team members across the various work streams to bring about the aims of the BID.

## Duties and responsibilities

The person doing this job will be expected to carry out certain duties and hold certain responsibilities, grouped under the following aspects:

### Designing, organising and delivering events

- Colmore Food Festival
- Christmas in Cathedral Square
- Colmore Cinema Club

- Annual/biannual participation in events like Chinese New Year, Birmingham International Dance Festival, Birmingham Pride
- Dressing the District and animating spaces
- Birmingham Commonwealth Games
- Christmas events
- Markets
- Charity fundraising events
- Colmore BID Community Games
- Events supporting further work streams e.g. Safe & Sound, Accessible & Connected
- Well-being focused events for levy paying businesses in the BID area
- Working with the Communications Manager to plan event-related comms.
- Any other events under the objectives of the Business Plan

## **General support**

The job involves providing support to other Colmore BID activities:

- Support and attend working groups relevant to the duties of the post.
- Support planning and consultation with all stakeholders on a range of operational issues
- Help to introduce and maintain a range of monitoring mechanisms for related budgets and activities in order to measure investment and success of events
- Contribute towards the development of an accessible, comprehensive and responsive organisation.
- Help to ensure good health and safety practice in all operational areas.

## **Physical conditions**

The job is based within the BID area in Birmingham City Centre. The core working hours are 0900 – 1730 hours Monday – Friday however, due to the nature of the activities this role supports, weekend/evening/early morning working will be required occasionally. No additional payment will be made for work performed outside the core working hours.

The role can involve an element of working from home, however this will be discussed during the interview process and introduced following completion of an initial probation period.

## **Person specification**

A person would be considered for this role who meets the essential criteria below:

## **Qualifications**

### **ESSENTIAL**

- Tourism or events management graduate or work experience that provides an equivalent level of knowledge and expertise.

### **DESIRABLE**

## **Skills**

### **ESSENTIAL**

- Excellent written and oral communication skills.
- Ability to manage multiple projects, delivering to time and budget.
- Good relationship building and relationship management skills with people at all levels.
- Good networking skills.
- Ability to recognise and minimise risk and deploy risk mitigation exercises where necessary.
- Crisis management skills.
- Excellent IT skills and ability to use a range of software including word-processing, spreadsheets, databases, project management tools and content management systems.
- Resilience and confidence – ability to advise and guide the COO and Working Group members where necessary.
- Strong interpersonal skills to build relationships across all levels of the organisation.

### **DESIRABLE**

- Strong reasoning capabilities – lateral and creative thinking, combined with good problem solving skills.
- Demonstrably strong negotiation skills.

## **Knowledge**

### **ESSENTIAL**

- Knowledge of the principles of good, safe event management.
- Understanding of multi-agency approaches to event production.

### **DESIRABLE**

- Understanding of the structure and principle of third sector bodies and their relationship to other sectors.

## **Experience**

### **ESSENTIAL**

- Some industry experience in developing and managing events.
- Experience of preparing, monitoring and controlling budgets.
- Experience of managing customer satisfaction and feedback.

### **DESIRABLE**

- Experience within a fast moving, pressurised, customer focused environment dealing with conflicting priorities.

## **Attitude**

### **ESSENTIAL**

- Attention to detail.
- Self-motivated and enthusiastic.
- Inclined to take initiative and yet be a team player.
- Ability to plan and manage workload using shared project management tools to achieve deadlines and objectives.
- Committed to delivering good quality, entertaining and engaging events to the Colmore Business District community.
- A commitment to delivering value for money services.
- Willingness to work outside conventional hours when required.