

Role

Events Officer

Description

Parties are frequently involved in events such as stalls, community events, fairs, festivals, demos, marches, debates, film nights, and social events for members and volunteers, and therefore some parties find it useful to create a separate role to manage events.

Depending on the scale and type of event, it may involve booking facilities, consideration of relevant protocols and stipulations (Health and Safety, risk management, licensing requirements, etc.), consideration of inclusion, ordering promotional party material, setting up and running display stands/areas, aspects of fundraising, cash-handling, volunteer engagement (organising rotas, stewarding, etc.) and working alongside other agencies.

The officer needs to work closely with the Treasurer Secretary, Membership Officer, Fundraising Officer, Campaigns Officer, and External Communications Officer to ensure that events contribute to the strategic direction and local promotion of the party.

To contribute to the formation of the local party strategic plan, and to carry out the role in accordance with the objectives and timeframe captured and agreed by the local party within the strategic plan.

Skills and capabilities

Events Officers need to be organised, keen to motivate others, good networkers, and have a reasonable knowledge of the issues and activities associated with different sorts of events.