

Job Description

Service:	Place Directorate
Job title:	Events Support Officer
Grade:	E
Hours of work:	37
Responsible to:	Economic Development Manager
Responsible for	
Direct reports:	0
Indirect reports:	0
Budget:	0

Purpose of Post:

To provide high-level corporate, administrative and project support to senior officers and workstreams across the Council, with a particular focus on the Defence workstream, Economic Development activity, and the planning and delivery of corporate-wide events.

The post holder will work under the direction of the Economic Development Manager, supporting senior leaders and programme leads, while also operating independently, taking ownership of complex coordination activity, stakeholder engagement, and event delivery that supports the Council's economic growth, place-based and strategic priorities.

Key Deliverables:

Corporate & Senior Officer Support

- Provide proactive administrative and project support to senior officers linked to Economic Development, Defence and Place-based priorities.
- Act as a key point of contact for internal and external stakeholders engaging with the Defence and Economic Development workstreams, ensuring professional, timely and coordinated responses.
- Manage the preparation of briefings, reports, presentations and correspondence for senior leaders, often involving sensitive or high-profile information.
- Support the coordination of multi-agency meetings, boards and task-and-finish groups linked to Defence activity, inward investment, business growth and regional partnerships.

Defence Workstream Support

- Provide dedicated coordination and administrative support to the Council's Defence-related activity, including:
 - Organising meetings, workshops and engagement events with MOD, defence sector partners, regional bodies and local stakeholders.
 - Maintaining action logs, forward plans and programme documentation to support delivery of Defence priorities.
 - Supporting research, data gathering and intelligence sharing to inform Defence-related economic opportunities and place-based initiatives.
- Assist with the organisation of Defence-focused visits, site tours and stakeholder briefings, ensuring a professional and well-managed experience.

Economic Development Support

- Support the **Economic Development function** through effective coordination of meetings, projects and initiatives that promote business growth, inward investment and employment.
- Assist in the preparation of funding bids, business cases, monitoring reports and performance information where required.
- Liaise with internal teams and external partners (e.g. businesses, investors, public sector bodies) to support the smooth delivery of Economic Development programmes.
- Collect, collate and manipulate economic and programme data to support reporting and decision-making.

Corporate Events & Engagement

- Support on the organisation and delivery of corporate-wide events, conferences and engagement activity, including those linked to:
 - Economic Development and business engagement
 - Defence-related activity
 - Strategic corporate priorities and internal events
- Responsibilities include:
 - Leading event planning meetings and coordinating contributions from across the organisation.
 - Managing event budgets, logistics, venues, suppliers and procurement activity.

- Identifying, liaising with and supporting internal and external speakers, guests and stakeholders.
- Developing and maintaining project plans, ensuring actions are delivered on time and within budget.
- Working with Communications colleagues to develop event content and communication plans.
- Managing events on the day, directing staff and resolving issues as they arise.
- Gathering feedback, capturing lessons learned and maintaining clear records.

Financial & Administrative Responsibilities

- Work closely with Finance to manage budgets, raise purchase orders, process invoices and expenses related to Defence, Economic Development and events activity.
- Ensure accurate record-keeping, filing and document management in line with Council procedures.
- Handle sensitive and confidential information appropriately at all times.

The above is intended only as a guide to the range of duties involved. The post holder will need to be flexible and adaptable to respond to other duties that may be required from time to time and the changes and developments within HDC.

Essential	Desirable
Knowledge and Qualifications • 5 GCSE's or equivalent. A-C (incl. English and Maths) • 2 or more A levels or NVQ level 4 or equivalent	• Administration or management qualification
Experience • Experience in senior support roles • Demonstrable experience leading on the organisation of projects and events • Strong customer focus • Prioritising/managing conflicting demands • Experience working with external partners and multi-agency stakeholders • Experience delivering high-profile or large-scale events	• Service delivery in a public sector organisation • Experience supporting Economic Development, regeneration, defence, or place-based programmes

Skills and Abilities • Strong decision making skills and ability to think strategically • Strong literacy and numerical skills • Ability to communicate through IT using (Windows) Microsoft products • Correspondence writing skills • Time management and prioritisation • Problem solving and research skills • Excellent interpersonal skills, displaying tact and discretion • Understands how to play their part within a team as well as make independent decisions where necessary • Adaptable and flexible • Understanding of local government economic development or defence-related activity • Experience supporting programme or project governance	• Knowledge of Council procedures
Decision Making and Impact on Others • Generates new ideas and creative solutions • Is not afraid to suggest new ways to do things. Makes and communicates clear decisions • Displays best practice and supports team members • Makes effective decisions under time pressure • Incorporates a range of views when making their decisions	

Communication with Internal and External Customers • Develops and maintains productive relationships with internal and external customers • Seeks to understand the underlying need when being assigned work and displays curiosity • Delivers what they have agreed with the customer • Takes action to exceed customer expectations • Able to manage stakeholders and be a go to point of contact	
Personal Attributes and Other Requirements • Is prepared to adapt their approach to overcome obstacles • Responds constructively to a change in agenda or priorities • Re-prioritises appropriately when faced with a change in requirements • Ensures the effective and efficient use of time and resources • Able to schedule tasks to ensure deadlines are met • Ability to deal with a wide variety of people and to deliver activity through others • Ability to work on own initiative as well as contribute within a team • Observes strict confidentiality	
HDC values 	The values outlined below reflect our collective positive attitude and how all staff are expected to work together as one team. Inspiring: We have genuine pride and passion for public service; doing the best we can for customers matters to us all.

	Collaborative: We achieve much more by working together, and this allows us to provide the best service for customers. Accountable: We take personal responsibility for our work and our decisions, and we deliver on our commitments to customers. Respectful: We respect people's differences and are considerate to their needs. Enterprising: We use drive and energy to challenge the norm and adapt to changing circumstances. We are always ready for challenges and opportunities, and we embrace them.
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Safeguarding and promoting the welfare of children and young people/vulnerable adults

Huntingdonshire District Council is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment.