

JOB DESCRIPTION

TITLE: Event Assistant Apprentice (ST0168)

POST NO: PREF105542

DEPARTMENT: Inclusive Growth

DIVISION: Economic Growth and Skills

RESPONSIBLE TO: Programme Manager for Apprenticeships

GRADE: L2, Fixed term for 2 years

PURPOSE OF POST:

Are you passionate about events and want to kickstart your career while earning and learning? This is an exciting opportunity to join our team as an Event Assistant Apprentice.

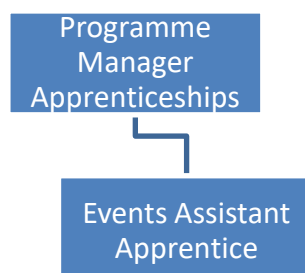
You will play a key role in supporting the organisation and delivery of inspiring events such as the Luton Apprenticeship Awards, job fairs, employer and community engagement activities.

We are looking for someone who is enthusiastic, organised and a great communicator. You should enjoy working with people and be eager to learn new skills. In return you will gain a hands-on experience, grow your confidence and develop valuable skills in event planning, teamwork and communication while making a real impact.

A Level 3 apprenticeship will allow you to build on existing experience to gain greater technical skills, contributing to the wider strategy of Apprenticeship Service within Luton Council

Full training will be provided both with a training provider and in the workplace, undertaking a Events Assistant apprenticeship standard

ORGANISATION CHART



PRINCIPAL RESPONSIBILITIES:

1	To support the planning and organisation of key events. This will involve creating event project plans, organising logistics, contributing creative ideas and ensuring that all elements of the event delivery are well coordinated and meet deadlines	30%
2	To communicate effectively with a wide range of external suppliers such as venues, caterers and print and design services helping to secure and manage bookings. To also work with internal teams and external stakeholders including local employers and event sponsors to support the smooth delivery of events and maintain positive working relationships.	30%
3	The role involves creating promotional efforts for events by helping draft and schedule content for social media, websites and newsletters. Creating and distributing marketing materials such as invitations posters and programmes ensuring content is engaging and appropriate for audience. Working on design briefs for external agencies to develop marketing materials	20%
4	To keep accurate records of event related spending and supporting basic budgeting tasks. The role will also assist in gathering feedback from attendees, compiling results and helping the team to evaluate the success of each event to inform future improvements.	10%
5	To schedule meetings, sending calendar invitations and supporting administrative needs of the events team. This will include taking meeting notes, updating planning documents and using email and internal systems ensuring effective communication.	5%
6	To provide general office support: checking e-mail, updating databases, updating resources, answering telephone calls, filing, scanning and photocopying	5%

Dimensions

Supervisory Management: n/a
Financial Resources: N/A
Physical Resources: N/A
Physical Effort: Some light lifting

Working conditions: Normal working hours between 9am and 5pm but occasional evening work will be required. Based at Luton Council, Floor 2, Arndale house

Context

The Apprenticeship Team at Luton Council is committed to helping individuals across the borough to find the right apprenticeship opportunity. The team works to raise awareness of the benefits of apprenticeships, provides guidance on the application process and offers ongoing support throughout the programme. The team are involved in organising events to encourage employers to engage with apprenticeship and provide career guidance to individuals. Their goal is to make apprenticeships accessible, understandable and successful for everyone involved.

The principal responsibilities outlined above are an indication of what is expected in the post; however, these may be subject to some variation as the work of the Service develops.

The post holder will ensure that practices, procedures and activities are delivered and implemented in a way that supports equality for all.

Apprenticeship context

An apprenticeship is a real, paid job with training so you can earn while you learn and achieve a nationally recognised qualification by the end of the Apprenticeship.

The apprenticeship provides a highly transferable set of knowledge, skills and behaviours, which can be gained working across an organisation and its processes. The apprenticeship is a firm grounding in organisational operations and functional processes, as well as the wider working environment.

Key responsibilities include organising, planning, monitoring a range of different events. In doing so, the apprentice is expected to work independently and take responsibility for the outcomes of their work, with support of the employer and the training provider. Through working across functional areas, apprentices build team relationships quickly and learn from others to develop specific skill sets. The need to communicate and represent their work clearly is reflected in the assessment methods of End Point Assessment (EPA).

Knowledge and Experience

The attached person specification describes the knowledge and experience needed for this post.

Professional Standards

The post holder will be expected to comply with the relevant standards and practices within LBC.

Because of the nature of this job, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. Therefore, it is essential in making your application that you disclose whether you have any pending charges, convictions, bind-

overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders 1974 (Exemptions) (Amendments) Order 1986. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are “spent” under the provision of the Act, and in the event of the employment being taken up, any failure to disclose such convictions will result in dismissal or disciplinary action by the Authority. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.

Person Specification

This acts as selection criteria and gives an outline of the types of person and the characteristics required to do the job.

Essential (E) :- without which candidate would be rejected

Desirable (D):- useful for choosing between two good candidates.

Please make sure, when completing your application form, you give <u>clear examples</u> of how you meet the <u>essential and desirable</u> criteria.				
Attributes	Essential	How Measured	Desirable	How Measured
Experience	Experience of effective teamwork Experience of working on own initiative	1,2	Experience working with others and building relationships. Experience supporting events or activities.	1,2
Skills/ Abilities	Good interpersonal skills. Ability to communicate effectively with people at all levels to build rapport, trust and collaborative relationships. Good written communication skills: ability to draft emails and reports and written presentation with a good standard of spelling and grammar. Able to gather facts and collate and present information in response to a request to assist with the organisation of the event. Demonstrable organisational skills: able to prioritise own work and meet conflicting deadlines. Able to manage and understand event data including budgets by collecting information, checking data and making calculations. Able to effectively use various IT systems.	1,2 1,2 1,2 1, 2, 3 1,2, 3	Experience of working using social media. Confidence using digital platforms or event planning tools.	1,2

Equality Issues	Knowledge of equality issues	1,2	Able to recognise common forms of discrimination and to report this if detected	2
Specialist Knowledge				
Education and Training	Maths and English at Level 1	1,4	GCSE grades 4 or above (A* - C) in English and Maths or equivalent	
Other Requirements	Willing to adjust working arrangements to meet changing demands and priorities during work periods, including working occasional evenings and weekends.	1,2		

(1 = Application Form 2 = Interview 3 = Test 4 = Proof of Qualification 5 = Practical Exercise)

We will consider any reasonable adjustments under the terms of the Equality Act (2010), to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

The Job-holder will ensure that Luton Borough Council's policies are reflected in all aspects of his/her work, in particular those relating to;

- (i) Equal Opportunities
- (ii) Health and Safety
- (iii) Data Protection Act (2018)