



Job description	
Job title	Culture Development and Events Officer (Events)
Grade	Pay Band J (SCP 26 to 28)
Directorate	Communities and Neighbourhoods
Section/team	Culture
Accountable to	Principal Culture Development and Events Manager
Responsible for	Culture Assistant freelancers (artists, producers), volunteers
Date reviewed	January 2025

Purpose of the Job

The postholder will operate as a key member of the Culture Team, working in partnership with others to plan and deliver large scale events, maximise the impact of cultural activity and attract visitors to the area.

To ensure that the impact of cultural opportunities created through cultural development, large scale events and visitor economy meet the corporate and service objectives and outcomes, and that key financial targets are met.

Duties and Responsibilities

This is not a comprehensive list of all the tasks, which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken.

1. To support the Culture Development and Events Manager to deliver Knowsley policies, objectives and outcomes to an excellent standard including contributing to a service plan and cultural strategy.
2. To be responsible for developing and managing successful cultural programmes, partnerships, projects, and events (including the annual Knowsley Flower Show), which support and engage Knowsley residents, attracts visitors to the borough and supports the visitor economy.
3. To manage budgets, identify funding and secure additional resources for cultural activity and development.
4. To support the sustainability and growth of the Shakespeare North Playhouse
5. To help embed, and put into practice, a culture of enabling, co-production, social growth and behaviour change.



6. To oversee the operational aspects of specific facilities and assets for events and activity.
7. To manage staff/practitioners relating to specific programme delivery e.g. assistants, volunteers, and external staff/artists/producers.
8. To support the development and growth of artists, cultural organisations, communities and volunteers in Knowsley.
9. To develop and contribute to local partnerships which meet the needs of local communities and service aims, including working at a local and Liverpool City Region level to attract new resources and opportunities into Knowsley.
10. To help raise the profile of Cultural Development and Events, through effective communication and marketing, and promote at a local, regional and national level.
11. To prepare high quality accurate reports and presentations as necessary and attend training and meetings, as required.
12. To attend appropriate functions and events, as and when required, as the Council's representative during and outside normal office hours.
13. To undertake any other duties that may be required by the Culture and Visitor Economy Service Manager, consistent with the grade and responsibilities of the post.

Health and Safety

- To ensure suitable and sufficient risk assessments are carried out for all events and projects.
- To use equipment as instructed and trained.
- To inform management of any health and safety issues which could place individuals in danger.
- To comply with the councils safeguarding and equal opportunities policies

Data Protection and Information Security

- Implement and act in accordance with the Information Security Acceptable Use policy and Data Protection Policy,
- Protect the council's information assets from unauthorised access, disclosure, modification, destruction or interference,
- Report actual or potential security incidents.

Knowsley Better Together – Staff Qualities

The following qualities have been adopted by the Council and apply to all employees. You are expected to embrace and display these qualities.

- **Integrity.** You are required to be open and honest, maintain high standards of personal behaviour and display strong moral principles.



- **Accountability.** You must take personal responsibility for your actions and decisions and understand the consequences of your behaviour.
- **Communication.** You must listen and talk to others, taking account of other people's points of view. You should share information and strive to work together.
- **Respect.** You must treat people with care and dignity, observing the rights of other people, and helping and supporting others where you can.