

## Job description - Events supervisor (PB6a)

### Job summary

As Events Supervisor, you will support the co-ordination of the large-scale events programme at Westonbirt Arboretum, helping to achieve strategic aims and financial targets. The role is part of the Recreation Team which is managed by the Visitor Attraction Manager.

You will work closely with the Event Manager, Visitor Attraction Manager and Recreation Team as well as other colleagues across Westonbirt, the National Forestry England Event Team, 3rd party event management companies, contractors and other key stakeholders to deliver a wide range of events at Westonbirt in a safe and sustainable way.

You will support compliance with FE policy and legal requirements. Visitor Experience will be at the forefront of your mind, not only in terms of events but also day to-day operations. You will help to ensure the programme runs with minimal disruption to the visitor attraction and with the utmost consideration given to our historic landscape.

The current events at Westonbirt can be categorised into three primary strands commercial, cultural and sporting. The programme includes well-established mass participation events such as the Christmas at Westonbirt, Forest Live series, Westonbirt 10K and a range of smaller events and permissions throughout the year.

You will support in delivering an events strategy including new events that diversify our income streams and attract new audiences to the arboretum. You will engage staff and volunteers with the event programme at Westonbirt, encouraging and coordinating their involvement to successfully promote and deliver events.

### Key responsibilities & accountabilities

- support the operational planning and delivery of all events at Westonbirt Arboretum
- assist with the preparation of event management documentation for internal and external comms
- oversee contracts and contractors effectively including the procurement of new goods and services when required
- ensure compliance with health and safety onsite
- keep accurate financial records to ensure events are delivered within budget
- review and comment on event planning and health and safety documents prepared by the national team, external contractors and 3rd party providers
- issue of permissions for 3rd party events
- work closely with the marketing team to promote and advertise on site events
- respond to and resolve visitor feedback
- knowledge of the conservation management plan
- work with the wider team to secure new events and income streams

And any other task reasonably requested by your line manager.

### Location-specific information (optional)

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### Skills, knowledge & experience

### Essential professional and technical experience

- operational experience of delivering events, preferably within an outdoor environment
- the ability to communicate clearly, both in writing and in presentations, engaging internal and external stakeholders at all levels
- experience in people supervision with either staff, volunteers or contractors
- experience of customer relationship management within an events context
- competent IT user with experience in MS Office suite of applications

### Desirable professional and technical experience

- degree or equivalent professional qualification in a relevant subject
- experience of contract management
- knowledge of outdoor recreation or land management sector
- full UK driving licence

## Qualifications

### Essential

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### Desirable

- a relevant accredited Health and Safety qualification such as IOSH or NEBOSH