

# Events and Communications Assistant

## About the role

<b>Job Title</b>	Events and Communications Assistant
<b>Contract</b>	Part Time (14 hours per week) for 8 months (April - November 2023)
<b>Location</b>	Flexible according to preference. Office space is available at our HQ in Barnsley. Remote or hybrid working is suitable for this role, with a requirement to be in the office approximately once a quarter for full team meetings and in the run up to events, and present at events across the UK throughout the year.
<b>Salary</b>	£20,160 pro rata (£5,376 for 8 months)
<b>Place in Organisation</b>	Reports directly to the Projects Officer (Events and Community)
<b>Works closely with</b>	Chief Operating Officer, Digital Marketing, Communications & PR Manager, Projects Officer (Events and Community), Projects Officer (Education and Outreach), Marketing & Communications Coordinator.
<b>Equal Opportunities</b>	Brass Bands England is committed to being an Equal Opportunities employer.  Our Senior Management Team is 80% Female/Disabled.

## How to apply

Applications can be submitted via [this form](#). As part of this form you will need to provide a covering letter (up to 500 words) detailing your suitability for the role, and upload a CV. Candidates will be shortlisted on the basis of the person specification.

Please ensure that your suitability in reference to this criteria is addressed in your application. If you require any further information about the role please contact [jobs@bbe.org.uk](mailto:jobs@bbe.org.uk) in the first instance.

Applications close on **Monday 12 February at 9am**, with interviews held over zoom on **Thursday 29 February or Friday 1 March**.

## Tasks and responsibilities

The key tasks and responsibilities for this role are:

<b>To support the event management and marketing of Brass Bands England's key events</b>
<ul style="list-style-type: none"> <li>• Research suitable venues</li> <li>• Contribute to participant information packs</li> <li>• Update website copy in line with changes</li> <li>• Collect feedback</li> <li>• Provide on-the-day event support</li> <li>• Provide excellent customer service to audience and participants of BBE events</li> <li>• Compile delegate and audience lists</li> <li>• Prepare and distribute event communications to delegates and audiences</li> <li>• Create and distribute relevant mailings</li> <li>• Attend project meetings and follow up actions in a timely manner</li> </ul>
<b>To support the preparation and advertising of Brass Band Week</b>
<ul style="list-style-type: none"> <li>• Edit and approve campaign listings</li> <li>• Research relevant cultural listings websites and partners to promote the campaign</li> <li>• Monitor and report on engagement with the campaign</li> <li>• Research and contact bands to participant in the campaign</li> <li>• Select and curate highlight events from the programme and promote them and the bands involved</li> </ul>
<b>To work with partner organisations</b>
<ul style="list-style-type: none"> <li>• To support the delivery of Service Delivery contracts with partner organisations as directed by Projects Officer</li> </ul>
<b>General Duties</b>
<ul style="list-style-type: none"> <li>• Any other duties pertinent to the role</li> </ul>

## Person Specification

Relevant Experience	Essential	Desirable
Experience in updating websites	●	
Experience of communicating using email	●	
Experience of arts, community or education project delivery	●	
Customer service and/or events management experience		●

Marketing experience		●
<b>Knowledge</b>	<b>Essential</b>	<b>Desirable</b>
Interest and enthusiasm for the brass band or community music sector		●
Knowledge of the software systems used by BBE (Civi CRM, Airtable, Microsoft Office Suite, Google Suite, Zoom)		●
<b>Skills</b>	<b>Essential</b>	<b>Desirable</b>
Excellent attention to detail	●	
An ability to plan, prioritize and work to tight deadlines	●	
An ability to work as part of a team and act professionally and respectfully	●	
Efficient and courteous written and verbal communication skills	●	
Sufficient IT literacy to use customer relationship management software and project management software	●	
An ability to collate researched information and present to others in a clear and efficient manner	●	
<b>Role Requirements</b>	<b>Essential</b>	<b>Desirable</b>
Willingness to travel across the UK to support in delivering key events on occasion	●	
Able to undertake evening and weekend work on occasion	●	
Commitment to equality, diversity and inclusion	●	