



Events Officer - Summer Cover - fixed term/secondment opportunity from 21 May 2026 - 1 August 2026

Salary: Band: 8, £36,363 per annum (£29,090 for 29.6 hours)

29.6 hours per week: Thursday, Friday, Saturday and Sunday

There will be a requirement for evening, weekend Bank Holiday working as a core part of the role to meet the needs of the service as the summer months include key events.

Some office attendance is required, this remains flexible, subject to business needs.

The Service

The Events and Lord Mayor's Team is a fun, small and industrious group of people. The team manage, deliver and support all aspects of the allocated events within the Portsmouth City events portfolio including regional, national and international level. This includes an annual programme of free public events such as Armed Forces Day, the Southsea Food Festival, the city's annual fireworks display, the International Kite Festival, series of car boot sales and Live at the Bandstand.

The team is involved in one off events that take place in the city, which recently included events to commemorate the 80th anniversary of D-Day, 40th anniversary of the Falklands conflict and this year celebrating the 100th anniversary of the city.

The team supports a variety of event organisers to put on their own events, offering advice and ensuring all processes are in place to enable successful and safe events. These events can range from a Teddy Bears Picnic to large scale music festivals.

The team support the Lord Mayor's hospitality events and annual civic events including the Remembrance Sunday service and parade and the annual Mayor Making ceremony.

What is the role?

The purpose of this role is to ensure safe and successful event management. Supporting and delivering community, civic, internal and external events, always with the city's benefit at the heart of what we do.

Reporting to the Assistant Events and Civic Manager, you will be responsible for supporting the Events Team while also taking ownership of key tasks to help deliver the events programme during our busy summer period between 21st May and 1st August 2026. This will include delivering outdoor and civic events on time, with quality outcomes and within agreed budgets in a way that exceeds expectations.

You will facilitate and support new events and initiatives which will include working at a regional, national and international level and will assist the Assistant Events and Civic Manager and support Events Officers in the full life cycle of the events which will include the delivery of events.



Duties will also involve:

- Work independently and with a high degree of initiative undertaking the organization and delivery of events
- With Events Team Members create, manage and implement robust event plans adhering to timelines and deadlines
- Maintain good working relationships with external organisations and individuals to support the delivery of their events and activities in the city
- Effectively and efficiently monitor and evaluate your event performance and activity
- Undertake a broad range of business functions and processes in support of the service
- Achieve financial targets and stay within set budgets while planning event specifications and delivering events
- Use appropriate IT programmes to effectively support event delivery
- Identify and escalate challenges with a solution driven approach
- Support Events Team Members to manage and oversee events on the day of, including problem-solving, directing event set-up, communicating with staff, and organising vendors
- Communicating with Communications and Marketing team to create effective advertisements for each event, and when necessary crafting marketing materials such as print and Internet advertisements for individual events
- To manage the on-line processes and keep effective the guidelines in relation to event delivery
- Compile post-event reports, collating feedback, analysing performance and making recommendations for future events and development based on evidence
- Engage with other areas of the council. Including but not limited to transport, licensing, communications, marketing, parks, public health, health and safety and civil contingencies.
- Weekend and out of hours working is a core part of the role
- Flexibility to work weekends as required.
- Remain agile to adapt to the needs of the team and the Council

Who is the person?

We're looking for a positive and energetic experienced Events Officer who can hit the ground running and contribute quickly as part of our friendly team. The successful candidate will have exceptional organisational, communication, IT and customer care skills. The ideal candidate will be a resourceful problem solver who is able to manage a complex and busy events programme.

You need:

1. Have demonstrable knowledge and experience of directly and safely planning, managing and delivering quality events and projects (both owned and third party). This will include working on and delivering events with the appropriate documentation to support those including Risk Assessments, Event Management Plans etc.
2. Have demonstrable experience in managing relationships between different providers at events and the necessary attention to detail.
3. Have problem solving skills to resolve issues in relation to Events and event delivery including queries from members of the public in a timely manner.



4. Be able to influence positive outcomes by using your clear communication skills.
5. Be able to demonstrate an ability to work as part of a team and be a flexible team player.
6. Be proactive and well organised with the ability to take ownership and manage your own work programme of complex projects, assessing and taking account of known risks, whilst being able to adapt to changes and priorities/problems on the way.
7. Operating in a healthy and safe working environment.
8. Have excellent communication, negotiation, consultation and influencing skills tailored to meet the needs of a wide range of audiences and stakeholders to enable positive outcomes. Have a confident manner and be able to talk confidently to the general public.
9. Have excellent computer skills with experience and knowledge of standard office software packages including M365.
10. Have the ability to lead and drive work forward with minimal direction.
11. Have the ability to build rapport quickly and understand needs and expectations of others.
12. Be a problem solving and resourceful individual who is able to support a complex and busy events programme to delivery and effective evaluation.
13. Be a clear communicator both in writing and verbally who is able to clearly convey the requirements for an event taking place on Council land.
14. Be open and possess good interpersonal skills in order to support working with a very broad cross section of people and community organisations who want to deliver events.
15. Be consistent, supportive and flexible in the way you deliver, including making decisions in a structured and transparent way.
16. Be flexible as you will be required to work evenings weekends and Bank Holidays.

You will need to demonstrate that you have the Right to Work in the UK. No post will be offered without it.

General Data Protection Regulation (GDPR)

Portsmouth City Council is the Data Controller of any personal information you provide when applying for a job. It will only be used in connection with the recruitment process and will not be kept for longer than necessary. For more detailed information you can access the Data Protection Privacy Notice on our [careers portal](#).