



## **Events Co-ordinator Role Overview**

### **Roles**

- To fulfil the duties of a Committee Member.
- Additionally to perform the duties listed below.

### **General Responsibilities**

- To co-ordinate, support and facilitate all KBA related events.
- Ensure that all events have viable budget planning.
- Ensure that all events are adequately covered by insurance where necessary.
- Ensure that all events adhere to all relevant license and regulatory criteria.
- To ensure that all events represent the KBA in a positive light.
- To consult with the Chair, Vice Chair, Treasurer or Secretary, if and as appropriate, in the event of any uncertainty as to potential event issues.

### **Specific Responsibilities**

Amongst others, regular duties include:

- Ensuring that all events are on track (e.g. timescales, budget etc)
- Ensuring that all events are adequately promoted/advertised
- Ensuring that the KBA are effectively linked to external events (e.g. Anglia in Bloom, Lowestoft in Bloom etc.
- Having a working knowledge of local bye-laws, restrictions etc
- Liaison with the KBA Press Officer
- Planning future events and ensuring that one event doesn't clash with another.

### **Build Relationships/Liaise with:**

- Waveney District Council officers
- WDC Kirkley Councillors
- Suffolk County Council: Councillors for South Lowestoft
- Lowestoft in Bloom and Anglia in Bloom, Suffolk Walking Group Committees etc
- Waveney Business Forum reps from other member towns
- Other event sources

Also the Events Co-ordinator can:

- Write funding applications, or arrange for them to be written
- Attend external meetings on behalf of KBA (Woodbridge/Halesworth for Waveney Business Forum etc.), or arrange for a representative to attend
- Organise/plan events e.g. costumed walks – Arts Festival/meet suppliers/run events /purchase ‘hardware’ needed/prepare events’ costing

It is recommended that the Events Co-ordinator has a close partnership with the Press Officer to bounce ideas off and for mutual support.