



## North Carrick Events 2023

### Role Descriptor – Events Development Assistant

**Location:** South Ayrshire (Easy Access to Maybole and North Carrick required)

**Hours:** Jan 2023 – July 2023 – Approx 10 hours per week, increasing as events approach.

North Carrick Community Benefit Company are pushing forward with a series of exciting capital and revenue projects in the area, following on from our huge [Foundations for Recovery](#) project in 2022.

Are you passionate about local community events and local history? We are recruiting an Events Development Assistant within our growing team to report into our larger community and tourism development initiatives. You would play a crucial role in our events schedule from early 2023 to assist us to deliver a range of high-profile events in support of North Carrick's development objectives. You would be responsible for supporting the delivery of a summer celebration event, as well as supporting our wider communities by assisting in the development of their events and getting them involved in the Robert the Bruce theme.

**Purpose of the Role:** The overall aim of the Events Development is to support NCCBC's Assistant Manager in the delivery of an event in July 2023, and community events development across the Spring/Summer season, laying groundwork for the 750<sup>th</sup> Anniversary in 2024. These events will be themed on this special 750<sup>th</sup> Anniversary of the birth of Robert the Bruce in North Carrick.

### Main Responsibilities and Role:

The Events Development Assistant will support NCCBC's Assistant Manager and Event Manager to organise the infrastructure for an event in July 2023, and lay groundwork for a further event in July 2024. They will assist in coordinating a programme of entertainment for the event, including budgeting, and logistics. They will also support a survey/Event Evaluation to be carried out.

- Reviewing the outputs of the Foundations for Recovery project and carrying out other research to produce materials that can explain and promote the Bruce 2024 theme in events throughout North Carrick
- Assisting the event manager with planning event content, researching appropriate performers and vendors, in keeping with the theme of the event and within budget
- Passing on information when required for publicity – Create event materials such as event timelines, contact lists, deliverables, and other documents pertinent for event
- Assisting in the production of welcome packs with information about the event for vendors, contractors, and acts
- Liaising with NCCBC team to ensure any contractors receive payment and signatures and receipts are kept for records
- Work with local communities to maximise local participation in their events, provide support where required
- Communicate with local businesses about the event to ensure they can prepare and make the most of the increased footfall to the area.

- The events development assistant will work alongside NCCBC's Manager and Assistant Manager and will need to give regular updates on the events' progress
- Attend smaller community events in spring/summer of 2023 with the NCCBC exhibition trailer and raise awareness of the Bruce 750 programme of events
- Liaise with Activities Coordinator at Maybole Regeneration Project with respect to the reopening of Maybole Town Hall being part of the programme of events in 2023, and other events that MRP may be organising
- Undertake any other duties in line with the scope of this role as may be prescribed by NCCBC's Management team

### We are looking for:

- Degree level qualification or equivalent or experience in a relevant discipline – experience working around events and community activities
- Enthusiasm, passion, and knowledge for tourism, events, and culture in North Carrick – and ability to communicate this to the community as well as funders, partners, and stakeholders
- Good organisation and time management
- Attention to detail and good communication skills
- Leadership skills, self-motivated, can work independently and as part of a team
- Experience organising events, and understanding of and health and safety
- Experience of budget management
- Skills in computing and a range of ICT experience
- Flexible attitude – the team is embarking on a new schedule of scaled-up events so some tasks may need to be juggled between team members over time to adapt to the requirements of the schedule
- Access to own PC/laptop and ability to work from home
- Ability to attend and contribute to meetings, with easy access around North Carrick required

This post is a part-time fixed-term contract funded jointly by North Carrick Community Benefit Company, Maybole Regeneration Project, and South Ayrshire Council. It is offered on a self-employed basis from February to August 2023, with potential for extension for the right candidate, subject to funding. The fees will be £750 per month for average of 10 to 12 hours per week, which may be worked flexibly over the duration of the contract, with agreement from NCCBC.

**If you are interested in this role, please email [claire@nccbc.org.uk](mailto:claire@nccbc.org.uk) with your CV and a brief description of who you are, your experience, why you would like to get involved. Please get in touch with any questions or queries.**