 Stockton-on-Tees BOROUGH COUNCIL		JOB DESCRIPTION	
Directorate: Community Service, Environment and Culture		Service Area: Events	
JOB TITLE: Stockton & Darlington Railway (S&DR) Bicentenary Coordinator			
GRADE: M			
REPORTING TO: Assistant Director Culture, Libraries and Events			
1.	JOB SUMMARY: The postholder will be based within the Stockton Council’s Events team and will work closely with the Assistant Director Culture, Libraries and Events and the Director of Community Services, Environment and Culture, who chairs the S&DR Rail Heritage Partnership Board. The post holder will lead the co-ordination of the S&DR Bicentenary event programme, ensuring a cohesive approach across the core partner museums: Locomotion Museum Shildon, Head of Steam Darlington, and Preston Hall Museum Stockton and working closely with the Heritage Action Zone Manager The successful candidate will act as a champion and advocate for the S&DR project and raise awareness and interest at a community level, encouraging community events, parades, celebrations and installations The role will involve providing information, guidance and support to groups and organisations seeking to contribute to the celebrations in 2025. Ensuring coherence of the overall event and the achievement of the greatest possible legacy.		
2.	MAIN RESPONSIBILITIES AND REQUIREMENTS		
	1.	Lead the coordination of the S&DR Bicentenary event programme across Stockton, Darlington and Durham	
	2.	Work with the S&DR partner organisations and specialist consultants in the development of the S&DR Bicentenary event programme within the structure and outline programme that has already been agreed by the Partnership.	
	3.	Oversee the Bicentenary Event Workstream Group, facilitate collaboration and complementarity between the various strands and contributors.	
	4.	Organise and attending planning meetings with S&DR Partners, groups and other event stakeholders as required	
	5.	Prepare progress reports and monitoring information on the Event Workstream for the S&DR Executive Group and the Partnership Board.	

6.	Provide information and guidance to groups and organisations seeking to participate in the S&DR celebrations in 2025, making connections that support the unity and coherence of the overall event and the achievement of the greatest possible legacy.
7.	Lead on the development of an engagement plan including recruiting organisations, community groups and volunteers that will enhance the overarching delivery of the event programme.
8.	Lead the production of an audience development plan, and using audience intelligence to facilitate high visitor numbers across the wider event programme/locations
9.	Work with a wide range of artistic and production partners/stakeholders to deliver professional, creative and unique S&DR events programme
10.	Liaise with school and community groups, through umbrella organisations and/or directly, to encourage widespread participation in the Bicentenary.
11.	Lead on the arrangements for the safe participation of children and community groups, in line with the Council's safeguarding protocols/standards
12.	Work with the S&DR Partnership leads for the permanent attraction; to ensure the visitors to temporary events will also connect with the permanent attractions and landscape of the S&DR.
13.	Liaise with communications leads from Enjoy Tees Valley and Visit County Durham to support the growth of the profile of the year and an understanding of the opportunities it presents.
14.	Contribute to fundraising and sponsorship raising activity.
15.	Any other duties of a similar nature related to this post that may be required from time-to-time

3. GENERAL

Job Evaluation - This job description has been compiled to inform and evaluate the grade of L using the NJC Job Evaluation scheme as adopted by Stockton Council.

Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

Workforce Culture and supporting behaviours and Code of Conduct – The post holder is required to carry out the duties in accordance with Workforce Culture and supporting behaviours, code of conduct, professional standards and promote equality and diversity in the workplace.


Personal Development – As defined by the Council's Culture Statement, all employees will take responsibility for their own development

Customer Services – The post holder is required to ensure that all customers both internal and external, receive a consistently high quality level of service, commensurate to the standards required by Stockton-on-Tees Borough Council.

Policies and Procedures – The post holder is required to adhere to all Council Policies and Procedures.

Health and Safety – The post holder has a responsibility for their own health and safety and is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.

Safeguarding – All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Stockton Council's Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.

	Name:	Signature:	Date
Job Description written by: (Manager)	Tara Connor		Feb 22
Job Description agreed by: (Post holder)

Job Description Dated February 2022

PERSON SPECIFICATION


Job Title/Grade	Stockton & Darlington Railway (S&DR) Bicentenary Coordinator Grade M	
Directorate / Service Area	The Environment, Culture, Leisure & Events	Events
Post Ref:		

	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
Qualifications	Educated to degree level or equivalent or demonstrable directly relevant work experience to an equivalent level of knowledge.		Application form Selection Process Pre-employment checks
Experience	<p>Experience of developing multi-faceted public events and projects and engaging a wide range of stakeholders</p> <p>Experience working within an outdoor event environment</p> <p>Working with a wide range of people and agencies, including schools, community groups, performers and artists</p> <p>Working with people and young children</p>	<p>Experience of Event Planning, including Health and Safety, Safeguarding, Risk and Traffic Management issues</p> <p>Experience of dealing with the press and media</p> <p>Experience of fundraising/sponsorships</p>	Application form Selection Process Pre-employment checks

	Experience of recruiting and managing volunteers		
Knowledge & Skills	<p>Knowledge of outdoor events, arts and street theatre practice and participatory arts practice</p> <p>Have the ability to think creatively and develop cohesive event plans</p> <p>The ability to establish and maintain productive working relationships with partners, stakeholders and external agencies</p> <p>Ability to communicate clearly and effectively in verbal and non-verbal forms to a wide range of audiences.</p> <p>Effective Project management skills</p>	<p>An understanding of heritage events and attractions</p> <p>Knowledge of the institutional landscape, including local authorities, schools and colleges, heritage and arts bodies</p>	<p>Application form</p> <p>Selection Process</p> <p>Pre-employment checks</p>
Specific behaviours relevant to the post	<p>Demonstrate the Council's Behaviours which underpin the Culture Statement.</p> <p>Work on own initiative</p> <p>Be innovative in ideas development</p> <p>Current valid driving license, access to a vehicle with appropriate insurance</p> <p>High Personal standards and self-discipline</p>	On-going commitment to Continuous Professional Development	Application / Interview

	Demonstrates flexibility and resilience		
Other requirements	Flexible working pattern Must be able to vary working hours to incorporate evening and weekend events as determined		

Person Specification dated February 2022

 Stockton-on-Tees BOROUGH COUNCIL	KNOWN RISKS FOR THIS ROLE
DIRECTORATE: The Environment, Culture, Leisure and Events	SERVICE AREA: Events
JOB TITLE: S&DR Bicentenary Co-ordinator	
GRADE: M	
REPORTING TO: Tara Connor	

The following are the known risks for this role, more than one may apply. Where there are no known risks this will be indicated.

Known Risk	Yes/No
Is required to work at heights or on ladders	n
Is required to work in confined spaces or unusual environmental conditions where specialist equipment or breathing apparatus is needed	n
Is required to drive a Council vehicle or regularly transporting other person/clients/pupils in own vehicle as part of normal duties	n
Is required to drive an HGV/LGV/PCV/Minibus	n
Is required to undertake agriculture, horticulture or gardening work	n
At risk from noise that might affect an employee's health (will be required to wear ear protection)	n
Will be exposed to vibration likely to be above the exposure action level.	n
Is exposed to hazardous substances as detailed in Appendix 1	n
Is likely to be exposed to asbestos	n
Is at risk of a needle stick injury or human bite or could be exposed to blood, sewerage, bodily fluids.	n
May be exposed to lead or lead based products	n
Will handle food	n
Will require a health assessment for regular night working	n
Will be required to undertake the Display screen equipment training	n
Other known risks – please detail	
No known risks associated with this role	n

As the manager of this post, I declare that the details above are an accurate reflection of the risks associated with the post.

Signature of Manager:



Date: 20.6.22