

|  |
| --- |
| **Events Manager**  **GENERAL INFORMATION** |

# **Contents**

* Covering letter
* Information regarding the application process and the structure of the interview
* Job Description
* Person Specification
* Application Form

|  |
| --- |
| BME logo 2013-2  Croydon BME Forum  56a Mitcham Road,  Croydon  CR0 3RG Email: [recruitment@bmeforum.org](mailto:recruitment@bmeforum.org) |

Dear Applicant,

Thank you for your interest in the above post of **Events Manager**

Please find enclosed an application pack, which should be completed and returned by email or post to the address above **no later than 5pm Friday 28th April 2023**.

Kindly ensure you allow adequate time for your email to arrive in my inbox by 5pm at the latest as it will not be possible to accept applications after the 5pm deadline.

If you have any queries about the post, you are welcome to contact me on the number or email below.

We look forward to receiving your completed application form.

Yours faithfully

Recruitment Dept

|  |
| --- |
| **Application Information**  **Events Manager** |

##### CLOSING DATE

# The closing date for return of completed applications is **5pm Friday 28th April 2023**

# Your application should be returned by email to: [recruitment@bmeforum.org](mailto:recruitment@bmeforum.org).

# **RETURN OF APPLICATION**

If you would like to be considered for these posts, please apply by sending the following:

* Completed Application Form.

To avoid any delay in your application being processed, please ensure you have signed the Application Form (Section G: Declaration). If you are not able to sign the form electronically, we will accept your email as provisional signature, but we will require you to sign the form when you attend the interview and provide proof of your signature.

##### Acknowledgement of Applications

We will acknowledge receipt of your application. Following this, if you do not hear from us within 2 weeks after the closing date, please assume you have not been successful.

**Interview Details**

Please note there will be two parts to the interview process:

1. **A Presentation**: we would like you do a 10-minute PowerPoint presentation at the start of the interview. The subject for the presentation will be given to you if you are invited to interview.
2. **Face to face interview:** by a panel comprising 3 people: The Chief Executive of Croydon BME Forum, and two others members. We expect this part of the interview to last for 45 minutes.

The interviews will be held at 56a Mitcham Road, Croydon CR0 3RG on **Thursday 11th May 2023.**

##### Interview Documentation

Candidates invited to interview will be required to provide proof of eligibility for employment (for example a document which confirms your NI number).

**Applicant Details**

Insert all the relevant information including any contact details.

###### Qualifications and Training

Include all your qualifications, training and memberships of any professional or trade body in this section.

**Employment History**

Please include details of your current / most recent employment, plus full previous employment history. Please account for any gaps in your employment history.

###### Absence from Work

Include all absences from work due to sickness in this section.

###### Experience and Skills

Take each of the requirements on the person specification and, in the order that they are given, describe how you meet the requirement based on your knowledge, experience or skills (and attitudes). Do not give too much detail but make sure you fully address the requirement. You may wish to draw on experience from paid or voluntary work or personal experience.

**The person specification plays an essential part in all stages of the selection process. It determines whether you will be short-listed for an interview, and it acts as the basis for the interview itself.**

We will be looking for evidence that you meet requirements for the job. The candidates who meet the essential criteria and have the closest match to the overall requirements will be short-listed for interview.

###### Criminal Records Bureau & Rehabilitation of Offenders Act 1974

This post may involve direct contact with children and/or vulnerable adults; therefore, you will be required to complete a Criminal Records Bureau disclosure form before we can confirm your employment and start date. For the purposes of this check, you will be required to disclose all convictions including those that may otherwise be considered ‘spent’ under the terms of the Rehabilitation of Offenders Act 1974. Please note that the receipt of a form showing previous convictions/cautions /warnings will not automatically exclude someone from becoming a member of staff at Croydon BME Forum. Previous criminal recordswill be considered in relation to their relevance to the work applied for, the circumstances of the offence and the length of time elapsed since the offence.

###### References

Croydon BME Forum is required to contact your present or most recent employer to obtain references before we can confirm your employment and start date and will take up references for a full 2-year period prior to your employment.

 **Events Manager**

|  |
| --- |
| **JOB DESCRIPTION** |

**LOCATION:** Wellness Centre and Mitcham Road Head Office

**RESPONSIBLE TO:** Chief Executive Officer of Croydon BME Forum

**SALARY:** £17 per hour

**HOURS:** 21 hours per week

**LENGTH:** June 2023 – December 2023 (Six-months)

**Context of the Role:**

Croydon is the London Borough of Culture this year. This is an opportunity for Croydon to celebrate the borough’s unique identity, diverse communities and rich heritage, culture, and creativity.

The Croydon BME Forum won funding from the Mayor of London for ‘A Celebration of Black History and Culture’, titled (Black History 365). The project will be a celebration of the achievements and contributions Black people in Croydon have made to culture in the past and present. To highlight the diverse community, this project will aim to celebrate all aspects of life.

Black History 365 is an annual celebration of achievements by Black African and Caribbean communities and a time for recognising their central role in UK history. Black History 365 gives everyone the opportunity to share, celebrate and understand the impact of black heritage and culture.

It’s not just a month to celebrate the continued achievements and contributions of Black people to the UK and around the world. It is also a time for continued action to tackle racism, reclaim Black history, and ensure Black history is represented and celebrated all year round.

We want Black people of all ages to tell their stories – the stories they want to share and be heard. Black History 365 will be a platform for the whole community to share their stories in their own words.

With nearly 50 events across the borough in October 2022, many of them free to attend, there was something for everyone to enjoy including musical performances, film viewings, book discussions, history sessions, networking events and more. Black History 365 will be a showcase of Black culture and achievements within Croydon.

As the Events Manager you will be responsible for planning and organising the above events. You will also support colleagues with event planning for additional projects, this will include a Windrush 75 celebration event.

**Key Responsibilities**

* Attending London Borough of Culture steering group meetings.
* Organise the launch event of “Black History Month”
* Collaborating with numerous local and national organisations, local artists, and communities to deliver the programme.
* Ensuring the events support the four key system changes as set out by the London Borough of Culture; young people are more supported, more active communities and citizens, a greener cultural sector, and healthier communities.
* Brainstorming and implementing event plans and concepts.
* Budgeting and invoicing.
* Liaising and negotiating with vendors.
* Updating senior management.
* Managing branding and communication.
* Developing event feedback surveys.
* Obtaining permits.
* Handling post-event reports.
* Offer solutions to resolve problems in a timely manner.
* Supporting colleagues with event planning for additional project and events.

**Essential Criteria**

* Degree in public relations, communications, or hospitality.
* Communication and marketing skills.
* Project management experience.
* Good leadership skills.
* Highly Organised.
* Multi-tasker.
* Good time management.
* Expert interpersonal skills.
* Risk management experience.
* Experience of event planning.

**Desirable Criteria**

* Knowledge of Black History and the borough of Croydon.

|  |
| --- |
| **CROYDON BME FORUM**  **APPLICATION FORM**  Please answer all questions clearly and, if not typed, in black ink as this form will be photocopied. You are assured that all details on this form will be treated in strictest confidence. Please do not send CVs. |

|  |
| --- |
| Position Applied for: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **SECTION A: PERSONAL DETAILS**  Surname:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Other Names:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Postcode:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Telephone (daytime):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Evening)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Email address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

|  |  |
| --- | --- |
| **SECTION B: EMPLOYMENT**  Please tell us about your employment history starting with your current or most recent employment | |
| **Name of Employer** |  |
| Address |  |
| Summary of Duties |  |
| Period of Employment |  |
| Reason for Leaving |  |
| Current or most recent pay |  |

|  |  |
| --- | --- |
| **Name of Employer** |  |
| Address |  |
| Summary of Duties |  |
| Period of Employment |  |
| Reason for Leaving |  |

|  |  |
| --- | --- |
| **Name of Employer** |  |
| Address |  |
| Summary of Duties |  |
| Period of Employment |  |
| Reason for Leaving |  |

|  |  |
| --- | --- |
| **Name of Employer** |  |
| Address |  |
| Summary of Duties |  |
| Period of Employment |  |
| Reason for Leaving |  |

|  |  |
| --- | --- |
| **Name of Employer** |  |
| Address |  |
| Summary of Duties |  |
| Period of Employment |  |
| Reason for Leaving |  |

|  |  |
| --- | --- |
| **Name of Employer** |  |
| Address |  |
| Summary of Duties |  |
| Period of Employment |  |
| Reason for Leaving |  |

Please continue a separate sheet if necessary.

|  |  |  |  |
| --- | --- | --- | --- |
| **SECTION C: EDUCATION, QUALIFICATIONS AND TRAINING** | | | |
| **Education** | | | |
| Dates | | School / College / University attended | Qualifications Obtained  (Please state name of examining board) |
| From: | To: |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Professional Qualifications** | | | |
| Dates | | Qualifications  (Please state name of examining board) | Course Details |
|  |  |  |  |
|  |  |  |  |

|  |
| --- |
| **Relevant Training**  (Please list dates, examining or organising board) |
|  |

|  |
| --- |
| **SECTION D: KNOWLEDGE & EXPERIENCE / SKILLS & ABILITIES**  Please tell us why you think you are suitable for this post. Applicants should refer to the job description and person specification for this post before completing this section. Please provide as much information regarding your skills, knowledge and experience to enable us to assess your suitability for the post. Only applicants who meet all the essential criteria will be shortlisted. (Please continue a separate sheet if necessary) |
|  |

|  |
| --- |
| **SECTION E: OTHER DETAILS** |
| **Convictions**  Please give details of any convictions that you have including those that would otherwise be considered ‘spent’ under the Rehabilitation Offenders Act 1974 |
|  |
|  |
| **Transport** |
| Do you have a current driver’s licence? Yes No |
| **Conflict of Interest** |
| Do you have any business and/or interest that might conflict with the duties of this post?  If yes, pls give details |

|  |  |
| --- | --- |
| **SECTION E: REFERENCES**  We will take up employment references from your current or most recent employer. Please provide the employer’s name and address, and the name of the person authorized to give the reference. Please also give the name and address of another person willing to provide a reference. This could be another employer or someone who knows you very well. Please note that references from friends or relatives will not be accepted. | |
| Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Position:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Telephone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Position:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Telephone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| If you are shortlisted, we would like to approach referees before your interview. Please indicate below whether or not we may write to referees prior to interview:  Referee 1: YES / NO Referee 2: YES / NO | |

|  |
| --- |
| **SECTION G: DECLARATION** |
| I declare that the information given in this form is complete and accurate. I understand that any false information or deliberate omissions will disqualify me from employment or may render me liable to summary dismissal. I understand these details will be held in confidence by the Organisation, in compliance with data protection legislation and as set out in the Organisation’s Applicant Privacy Notice. I undertake to notify the Organisation immediately of any changes to the above details  SIGNED:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |