



Creative Support Ltd

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Events and Activities Lead

Head Office, Stockport

Reference: 87137

Thank you for your interest in the above post, please find the specific role requirements and duties for this post detailed within this document. When completing the application form you may submit additional documentation however we cannot accept a CV as a completed application.

Closing Date: 09 July 2025

Once you have submitted your application form allow *10 working days* after the closing date for a response. Please return the application form by email to recruitment@creativesupport.co.uk or by post to Recruitment, Creative Support, Head Office, Wellington House, 131 Wellington Road, Stockport, SK1 3TS.

We are very much looking forward to receiving a completed application from you.

Yours Faithfully

A handwritten signature in black ink, appearing to read 'A. Wilson', written over a light blue horizontal line.

Recruitment Department

All employees are subject to enhanced DBS checks



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JOB DESCRIPTION – EVENTS AND ACTIVITIES LEAD

Head Office, Stockport

Responsible to: Business Development Lead

The Role:

- Planning and delivering events and activities both nationally and locally
- Raising the positive profile of the organisation through initiatives
- Collaborating with Senior Teams to drive organisational vision
- Agreeing and achieving national targets for engagement

1. Events

- 1.1 Working with the Executive Team to develop initiatives and strategies for the people we support, staff and family engagement aligned to the vision and values of the organisation
- 1.2 Working alongside national services, managers and people we support to identify opportunities for events and activities, lead on planning/organisation and ensure appropriate funding in place
- 1.3 Assist people we support and managers to create local activities that meet individual, service and regional needs
- 1.4 Working with our Volunteers Team to promote sustainability of local activities
- 1.5 Creating partnerships with other third sector providers and private organisations to develop activities and events that have a meaningful impact for service users
- 1.6 Attend a wide schedule of events and activities nationally to support practical operation of the day
- 1.7 Working collaboratively with the Marketing and Communications Team to ensure effective coordination of a range of initiatives and strategies
- 1.8 Working collaboratively with other teams or departments, particularly Recruitment, to support national events

2. Activities

- 2.1. Working with the Business Development Lead to create an engaging programme of activities, both virtual and in person options
- 2.2. Working with colleagues to host regular activities
- 2.3. Engage with services and people we support to review activity programmes to suit varying needs and interests
- 2.4. Working collaboratively with Marketing and Communications Team to promote programmes and initiatives on social media and internal communication pathways

3. Other

- 2.1 To accept regular support and supervision from line manager
- 2.2 To carry out all work in a manner consistent with the aims and principles of Creative Support
- 2.3 To maintain confidentiality at all times, in accordance with the agreed policy
- 2.4 To identify own training needs in discussion with line manager and to attend training/courses
- 2.5 To observe written policies, procedures and guidelines agreed by Creative Support
- 2.6 To undertake travel across England as required and work flexibly to meet deadlines
- 2.7 Any other duties as required

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	QUALITIES REQUIRED	How Assessed	Essential or Desirable?
1	Degree or equivalent level of qualification	Application & Interview	Desirable
2	A minimum of 1 years' experience within a relevant role	Application & Interview	Essential
3	Demonstrable experience in organising and overseeing events or activities	Interview	Essential
4	Excellent organisational skills, including maintaining communication with all stakeholders	Application & Interview	Essential
5	Ability/experience of working to deadlines and effective time management under pressure	Application & Interview	Essential
6	Excellent written and verbal communication skills	Application & Interview	Essential
7	Ability to build and maintain positive working relationships with a range of stakeholders	Interview	Essential
8	An understanding of the sector that we operate in and how to ensure that activities/events are appropriately accessible	Application & Interview	Essential
9	Ability to think creatively of initiatives and events that will engage a range of stakeholders	Application & Interview	Essential
10	Excellent problem-solving skills, including finding compromises to meet challenges	Application & Interview	Essential
11	A flexible approach and can-do attitude	Application & Interview	Essential
12	Willingness to travel nationally and work flexible hours (including evenings and weekends)	Interview	Essential
13	Car driver preferred	Application	Desirable

Pay Structure:

Up to **£28,000** pa pro rata depending on qualifications and experience

Point 1 - £27,000 per annum

Point 2 - £28,000 per annum

Please note: Our pay date is the 15th of each month (or the Friday before if this falls on a Saturday or Sunday). You will be paid in arrears for the previous 4/5 weeks, dependent on the month.

Bank Holidays

An enhancement is paid for working at Christmas and New Year. We do not pay enhancements for working evenings, weekends or any other public holiday.

Hours of Work:

Available as full time (37.5 hours) or part time hours but these will be need to be worked with some flexibility for evenings and weekends. National travel required.

Disclosure Checks:

All appointments will be subject to DBS enhanced disclosure, ISA and POCA checks.

Probationary Period:

The first four months will constitute a probationary period. When this is successfully completed, employment will be confirmed.

Holidays:

25 days plus 8 statutory days pro rata.

Sickness Policy:

Creative Support operates a discretionary company sick pay benefit scheme which is for the purposes of preventing hardship during times of serious illness. The eligibility criteria and conditions for payment of Company Sick Pay (inclusive of SSP) are shown in the Employee Handbook. You may be eligible for Company Sick Pay benefits subject to compliance with these criteria as follows:-

- Creative Support do not pay for the first three days of **any** sickness absence.
- First six months service - Not eligible for Company Sick Pay though you may be entitled to SSP.
- Six months to eighteen months service - Up to a maximum of four weeks at full pay.
- Eighteen months plus service - Up to a maximum of eight weeks at full pay followed by four weeks at half pay.

Part time employees will receive Company Sick Pay benefits as detailed above but pro rata to actual hours worked each week.

Company Sick Pay benefits may be withdrawn or temporarily suspended where performance or attendance is unsatisfactory.

Life Assurance:

All staff under Creative Support contract are entitled to free life assurance. This is a valuable benefit which provides a lump sum equal two times annual salary. The policy is provided by Norwich Union.

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Discretionary Benefits:

Creative Support offers discretionary benefits in addition to statutory benefits. These include:

- Paid paternity leave
- Enhanced maternity leave
- Compassionate leave
- Carers leave up to 5 days per annum

Pension:

Creative Support operates an auto-enrolment pension scheme with the People's Pension.

Employee Counselling Service:

All staff, their partners and members of their household have access to an independent confidential, 24 hour telephone counselling service and to legal and financial advice. In addition, up to 6 sessions of face to face counselling can be obtained. This service is delivered by professionally qualified and supervised counsellors and is provided free of charge

Hospital Saturday Fund:

All employees have access to a special scheme which enables membership of the Hospital Saturday Fund on preferential rates. There are a choice of packages offering different levels of service. Membership is entirely voluntary.

Staff Benefits Scheme:

As a member of staff for Creative Support you will be entitled to access a range of on-line benefits for various activities and high street stores. Benefits include discounted prices and two for one offers at Theme Parks, Shops, Restaurants and various on-line stores.

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