



**BODY  
&SOUL**  
2018

**A FESTIVAL OF SURPRISES  
SUMMER SOLSTICE WEEKEND**  
BALLINLOUGH CASTLE, CO. WESTMEATH  
BODYANDSOUL.IE / #BODYSOUL18

## **LICENSING AND COMPLIANCE ADMINISTRATOR**

The Body&Soul Licensing and Compliance Administrator is part of the Body&Soul Festival team both in the lead up to the Festival and onsite. Since 2010 The Body&Soul Festival has run annually in the grounds of Ballinlough Castle, Co. Westmeath, growing in size each year to a planned 15,000 when it will take place next on Summer Solstice in 2018.

The Body & Soul Licensing and Compliance (LC) Administrator is directed by the Operations Manager and the Event Controller to support the delivery of a safe, well-managed and meticulously planned event in line with best practice and all statutory obligations.

**Reports to:** Operations Manager

**Key Liaison with:** Festival Director, General Manager, Head of Security, Event Controller, Site Manager, Volunteers Manager, Trader Manager, Bars Manager, Technical Production Manager, Programme Manager, Decor Manager.

### **ROLE SPECIFICATION**

**Responsibility includes:**

#### **Communications**

- Ensuring strong communications between Body&Soul in-house event management team (General Manager, Operations Manager, Build Manager, Volunteers Manager, Traders Manager, Bars Manager, Technical Production Manager, Programme Manager, and the Art and Décor Manager), and external Event Control-related Service Providers; Medical Provision, Security, Water Safety, An Garda Síochána, Fire Safety Consultants, Noise Monitoring Specialists, Event Safety Officer, Occupational Safety Officer
- The administration around the licence application and associated documents for the event, to the local authorities
- Tracking changes as they are occurring, update relevant files and online databases and inform relevant departments and individuals
- Act as single point of information transfer to ensure consistency and continuity
- Ensuring an efficient and well-managed chain of communications, with regard to licensing conditions, between the relevant Body&Soul department heads during the planning of the event
- Disseminate briefing documents, as drafted by the Event Controller, for all staff including Zone Manager handbooks, staff handbooks and stage managers / venue managers briefing docs, including maps for onsite orientation
- Evaluation and reporting post-festival, providing clear recommendations of lessons learnt, and recommendations for improvements

## **Administration**

- File management on behalf of the Event Controller
- Gather required information for the draft through to the final Event Management Plan and other related documents as requested
- Ensure Event Control File and Documents are kept up to date
- Meeting agendas and minutes
- All administration in relation to event security schedule, under the guidance of the Event Controller, Operations Manager and Head of Security.

## **Health & Safety**

- Liaison with Health and Safety Teams – Event Safety Officer / Fire Safety Officer and Occupational Safety Officer
- Management of safety file

## **Resident Liaison**

- Assist resident liaison and attend consultation meetings

## **Onsite**

- Event Control logging

## **PERSON SPECIFICATION**

### **Skills and Experience**

- Excellent administration skills with a keen eye for detail - Essential
- Strong communication skills - Essential
- Computer literacy including good working knowledge of Google Drive - Essential.
- Ability to work in a fast-paced, high-pressured environment - Essential
- Learning agility for project management software - Essential
- Previous experience working a switchboard or in a control centre centre or similar environment - Essential
- Previous experience in a Licensing or related role - Desirable.
- Interest in outdoor events - Desirable.

### **Terms**

This is a contract role which will require a commitment of 14 days in June including 6 days onsite for Body&Soul Festival and 2 days in July.

Days will be required in April and May; the number of days will depend on the successful candidate's availability to start the contract.

### **TO APPLY**

Please submit your CV along with a cover letter outlining your suitability for this role to [office@bodyandsoul.ie](mailto:office@bodyandsoul.ie) by Friday 13th April at 5pm.

Shortlisted applicants will be invited to interview the week of April 16th 2018 in our Dublin offices