



JOB DESCRIPTION

Job title:	Ceremonial Operations Manager
Based:	The Old Police House, London, Hyde Park W2 2UH with travel to all parks
Salary:	£40,000 - £45,000 per annum, depending on experience.
Terms:	Permanent contract on a full-time basis (36 hours per week) 26 days annual leave pro rata plus public holidays. A pension scheme is available.

Reporting to:	Head of Events, Ceremonies and Filming
Responsible for:	Leading operational plans and overlay of ceremonial events hosted at the Royal Parks
Internal relationships:	The Major Events Team, CEO's Office, Communications Team, Park Teams, Commercial Directorate,
External relationships:	DCMS, Cabinet Office, Buckingham Palace, Royal Household, GLA, WCC, Metropolitan Police, TFL, Military Officials, Hyde, Kensington, St James's Park and The Green Park stakeholders

BACKGROUND

The Royal Parks is a charity created in March 2017. We manage over 5,000 acres of diverse parkland, rare habitats and historic buildings and monuments in eight Royal Parks across London. These are: Hyde Park, Kensington Gardens, The Green Park, St James's Park, The Regent's Park and Primrose Hill, Greenwich Park, Richmond Park and Bushy Park. We also manage other important public spaces including Brompton Cemetery and Victoria Tower Gardens. Our eight Royal Parks and other public spaces are among the most visited attractions in the UK with 77 million visits every year.

JOB PURPOSE

To represent and lead on operational plans for ceremonial events hosted at the Royal Parks. The role will specifically focus on planning for all unplanned ceremonial events and the upcoming Platinum Jubilee celebrations in June 2022. The role will work closely with operations and planning teams in government departments, agencies, and authorities across London.

You will need to understand complex logistical event operations and find solutions for issues as part of multi-agency planning. The role will need to clearly communicate plans internally across all departments of TRP.

MAIN DUTIES/ RESPONSIBILITIES

Meeting Representation/co-ordination

1. To represent TRP at City Operational meetings hosted by the GLA and feed into the Head of Events and Park Managers on significant updates, issues and risks.
2. To coordinate and lead local operational meetings with internal and external colleagues on specific plans relating to St James's Park, The Green Park, Hyde Park and Kensington Gardens.
3. To organise regular internal meetings with Park Teams and update internal event management documents accordingly.
4. To set up, organise and lead communications of an internal Ceremonial group meeting every two months to update senior management on event management plans.
5. To set up and present at two internal staff briefings on Ceremonial plans.
6. To organise two tabletop scenarios annually testing internal resilience against the plan.
7. To manage and coach an events officer/manager ensuring minutes are written professionally and sent in a timely fashion.

Project Management / Operations and logistics

1. To create and maintain TRP master schedule which follows and is synchronised with wider Ceremonial plans.
2. To input, collate and comment on City Operational plans on behalf of TRP.
3. To lead on internal operational plans that are the responsibility of TRP, ensuring they are compliant with wider city plans.
4. To deconflict and scenario plan the overlay of commercial major events and ceremonies across TRP.
5. To own and manage a detailed internal rota for Ceremonials, making clear to all staff their role, responsibility, and hours.
6. To own and manage an internal battle rhythm of meetings for key staff within TRP.
7. To manage and devise plans that park teams can share and explain to their contractors and concessions.
8. To comment and critique on all plans under the overarching Event Management Plan presented by City Operations agencies, including crowd management, traffic management, stewarding, policing and site management, build and de-rig plans.
9. To own and manage the accreditation function required for TRP staff as well as all TRP vehicles, and contractor/concession vehicles.
10. Implement clear command and control structures that TRP Senior Management Team are familiar with for live events.
11. Ensure that park protection and Health and safety of event operations/structures and plans are signed and agreed by the relevant parties.

Communication

1. Work closely with the TRP communications team/representative on Ceremonials to ensure the internal communications and press plans are correct and in line with Event Management Plan
2. Work closely with the Cabinet Office and DCMS on the media and communication plans for all Ceremonials.

3. Contribute to an internal communications plan that will follow the TRP master schedule.
4. Contribute to the communications needed for key stakeholders, including affected contractors and concessions.
5. Plan and input into the command and control function for TRP.

Live Operations

1. Work at Ceremonial events in accordance with position and role within the plan
2. Work at a Bronze (operational command) level on specific Ceremonial days and the carry the responsibility that includes.
3. Ability to communicate effectively in and event control room.
4. Play a central role in coordinating TRP staff and departments to implement the Event Management Plan via the master schedule.
5. Work unsocial and extended hours during live operations.
6. It is expected that you will also work operationally at other TRP events as part of other event rotas.

PERSON SPECIFICATION

Selection Criteria	Essential / Desirable
Qualifications	
<ul style="list-style-type: none"> Event management degree or equivalent 	E
<ul style="list-style-type: none"> Crowd Management Diploma or training qualification 	E
<ul style="list-style-type: none"> IOSH or other health and safety qualification 	E
<ul style="list-style-type: none"> Project Management qualification such as PRINCE2 	E
Experience	
<ul style="list-style-type: none"> Six years' relevant experience working in major events 	E
<ul style="list-style-type: none"> Competent in dealing with multi agency working environments to deliver major events 	E
<ul style="list-style-type: none"> Six years' experience of working in outdoor venue management 	E
<ul style="list-style-type: none"> Experience of delivering events in high profile Grade 1&2 listed landscapes 	E
Skills, knowledge and ability	
<ul style="list-style-type: none"> Event Management, Venue Management, Project Management 	E
<ul style="list-style-type: none"> Event Operations, Event Planning, Crowd Management, Health and Safety, event logistics 	E
<ul style="list-style-type: none"> Excellent communications skills, persuasive, organised, methodical 	E
<ul style="list-style-type: none"> Park protection, sustainable and accessible events 	E
<ul style="list-style-type: none"> Finance - budget holder, good record keeping, invoicing, chasing payments 	E
Other	
<ul style="list-style-type: none"> Commitment to The Royal Parks' values of being accountable, excellent, inclusive, open and respectful. 	E