

Event Staffing Assistant

Location: Remote Working (UK based)

Working Hours: 30 or 40 hours per week

Reports to: Event Staffing Manager

Salary: £26,208 per annum (pro rata)

Pay: £2184 per month (£17,472 total for 8 months) for 40 hrs/week (8hr days) or £1638 per month (£13,104 total for 8 months) for 30 hrs/week (6hr days)

Holiday Entitlement: 19 days + your birthday off [or a day in lieu] (based on pro-rata for contract length)

Contract type: Fixed Term Contract - 8 Months

Contract Start/End Date: 15 May 2025 - 14 January 2026 inclusive

The Occasionall Group is a temporary staffing supplier for events. It is home to Festival Staff and Occasionall Staff. We hold our values very closely to all of our daily practices.

TOG Values

- Welfare (because we care),
- Green by brand, green by nature,
- Living wage, not minimum wage.

[Find out more about us](#)

Job Description

- Assist in the delivery of staff across multiple events using our staffing management software.
- Create and maintain positive relationships with event staff throughout the entirety of their onboarding, pre-event, live, and post-event.

- Conduct staff interviews to ensure our high staffing standard is maintained by reviewing the suitability of candidates and following processes throughout.
 - Collate and produce pre-event information for staff distribution in a timely and efficient manner.
 - Uphold communication with staff pre-event and throughout to ensure all staff are prepared and our high welfare standard is sustained, as well as liaising with and keeping the client informed at all times.
 - Acting as a remote point of contact for staff and on-site leadership teams on event days. This includes overseeing staff shift attendance, recording any lateness, and providing on-the-day support through communication, processes, and procedures.
 - Attending event sites to support on-site leadership teams, according to business needs.
 - Creating and analysing post-event surveys/questionnaires for relevant feedback and opportunities for improvement.
 - Represent and promote work at appropriate job fairs and recruitment events.
 - Assist in collaboration with content ideas for social media channels, newsletters, and job adverts.
 - Upholding and supporting company values in everyday practice.
 - Contribute towards recruitment strategies and staffing processes to optimise future plans.
 - Oversee and aid in the achievement of organisational goals.
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Person Specification

Essential:

- Self-motivated, proactive individual with enthusiasm and an optimistic mindset.
- Excellent written and verbal communication skills. Ability to be personable yet professional.
- Knowledge and/or experience of the events industry or comparable industries.
- Experience with/ understanding of high welfare standards.
- Proven problem solver with the ability to exercise judgment where needed.
- Confidence to conduct interviews and screen candidates.
- Strong IT skills and ability to pick up project management systems and staffing software.
- Proven ability to work autonomously across several projects and manage time to meet deadlines.
- Accountability for own responsibilities and completing these to a high-quality standard.
- Team player who can integrate easily into groups.
- Willingness to learn basic legal formalities, such as Right To Work procedures.

Desirable:

- Event or Business qualification.
 - Knowledge of sustainability practice within business.
 - Full UK driving license with access to a vehicle.
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Need to know:

- This is a work-from-home job, so you will need an appropriate workspace that includes reliable internet access and quiet/private space when needed.
 - The opportunity to work on-site is decided on a business-need basis, with your primary role being your remote working role.
 - Our business is open up to 7 days a week, including holidays. These are shared between the team, so you will often be required to work evenings and weekends.
 - We are a small team, so all team members must have a “happy to help” attitude and be accountable for their own responsibilities and uphold these.
 - Our team is spread across the UK, so you will need a willingness to travel and stay away for industry events, collaborative working, and team away days.
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What We Offer:

- Opportunity for overtime
 - Employee assistance program
 - Wellbeing time allowance
 - Remote working beverage allowance
 - Company Macbook and iPhone
 - Independent and 1-1 training opportunities
 - Team away days
 - Casual dress
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How to Apply: Apply using the application form [linked here](#). We will only accept and acknowledge applications submitted via this form*. Applications close on Saturday, 12th April 2025, at 12pm midday.

*If you experience any technical issues with this form, please refresh your browser, ensure you have sufficient signal/WiFi, or attempt another browser or device. If the problem persists, please email us at people@theoccasionall.group for support.

At The Occasionall Group, people are truly at the core of what we do. We supply teams to such a wide range of events, so having a diverse staff database optimises client and employee suitability.

We strongly encourage candidates of all different backgrounds and identities to apply - whether for a full-time role or a temp job on the ground. Our staff represent all our core values on-site so we want to make sure we are representative of all of you; after all, success comes from the collaboration of several perspectives.

Encouraging high levels of personal welfare is at the heart of everything we do and we are committed to providing an environment free of discrimination. We aim for our teams to be inclusive and naturally varied so it is not only a safe space, but a place where everyone can excel.