

**LFX Events Limited**  
**Job Description & Info Pack**



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<b>Job title:</b>	<b>Event Safety Advisor</b>
Salary range:	£35,000 - £45,000 per annum (dependant upon experience)
Employment status:	Full-time, permanent
Hours:	40 hours per week
Holiday entitlement:	20 days per annum, plus statutory holidays
Start date:	01 March 2026 - Immediate start available for the right candidate
Place of work:	Merchants House, Stockport, SK1 1EU - Hybrid working available by agreement
Reporting to:	Luke Fitzmaurice, Managing Director
Department/Section:	LFX Safety

Summary of role:	<p>This role provides health &amp; safety advice and support to a wide range of clients, primarily within the Events Sector, but potentially wider sectors also.</p> <p>The role involves responsibility for supporting various LFX Safety projects, as well as administrative and logistics support for a wide range of events and projects.</p> <p>The role includes significant periods of on-site work, especially during key event periods during the Spring, Summer &amp; Autumn periods, with some international travel likely.</p>
Person specification:	<ul style="list-style-type: none"> <li>• Detail focussed – able to handle admin, budgets, and confidential information with care</li> <li>• A great communicator – written and verbal, internally and externally</li> <li>• Excellent team worker– collaborative, reliable, and ready to help out</li> <li>• Organised &amp; proactive – able to juggle multiple priorities in a fast-paced environment</li> </ul>

	<ul style="list-style-type: none"> <li>• Personable – confident talking to suppliers and stakeholders</li> <li>• IT literate – comfortable with Google Workspace and Excel</li> <li>• Interested in live events – ideally with some previous experience working in live events</li> <li>• Flexible with hours – happy to work evenings, weekends, and irregular shifts when required</li> <li>• Available to work on-site and be away from home from extended periods, often up to 15 days in a row and longer on an occasional basis</li> <li>• Full UK Drivers Licence with no more than three penalty points</li> </ul>
Key tasks	<ol style="list-style-type: none"> <li>1. On-site duties on event sites including <ul style="list-style-type: none"> <li>- Providing health &amp; safety advice and support</li> <li>- Keeping details records of audits, inspections and interventions</li> <li>- Assist clients to comply with international and local safety regulations</li> <li>- Liaise with event and site management, contractors, local authorities to ensure consistent safety standards</li> <li>- Investigate incidents and keep detailed records</li> <li>- Provide guidance on safe working practices</li> <li>- Engaging with key stakeholders to support the drive on a positive health and safety culture, from employees right through to senior management</li> <li>- Assist clients with contractor management and CDM requirements</li> </ul> </li> <li>2. Carry out site inspections and site visits</li> <li>3. Log &amp; review client &amp; supplier H&amp;S documentation</li> <li>4. Attend key client &amp; supplier meetings in support of projects</li> <li>5. Be the first/main point of contact for customers &amp; suppliers over the phone and via email</li> <li>6. Provide excellence in project support</li> <li>7. Maintain a database of freelance staff collating insurance &amp; training paperwork</li> <li>8. Maintain reference resources including literature and samples</li> <li>9. Undertake research as required</li> <li>10. Assist in the preparation of tender documents for potential new contracts</li> <li>11. Maintain and develop relationships with existing and new clients &amp; suppliers</li> <li>12. Assist the Managing Director with issues as they arise</li> <li>13. Assist the Director of Safety with issues as they arise</li> </ol>

Experience	<p>Essential:</p> <ul style="list-style-type: none"> <li>• Proven experience in event management of outdoor events, with a strong understanding of event-specific risks and safety requirements</li> <li>• Proactive and pragmatic approach to risk management</li> <li>• Ability to work under pressure and make quick, informed decisions</li> </ul> <p>Desirable:</p> <ul style="list-style-type: none"> <li>• Proven experience in event health and safety management on outdoor events</li> <li>• Ability to translate complex safety regulations into clear, actionable guidance</li> <li>• Experienced at working with Responsible / Enforcement Authorities, Safety Advisory Groups and Local Authority Licensing Departments</li> <li>• Experience with H&amp;S management systems</li> <li>• Experience and knowledge of Construction Design Management</li> </ul>
Qualifications	<p>Essential:</p> <ul style="list-style-type: none"> <li>• NEBOSH General Certificate (Level 3) or equivalent</li> </ul> <p>Desirable:</p> <ul style="list-style-type: none"> <li>• Event Safety Management Diploma (Level 5)</li> <li>• Crowd Safety Management (Level 5)</li> <li>• Health, Safety &amp; Risk Management (Level 6)</li> <li>• Event Counter Terrorism Risk Management (Level 6)</li> </ul>
Key results/objectives & KPI's	<ol style="list-style-type: none"> <li>1. Produce exemplary project documents, logs and other paperwork</li> <li>2. Support and enhance high-quality events with happy clients and end-user customers</li> <li>3. Develop &amp; maintain positive client and supplier relationships</li> <li>4. Internal Process Quality - Effectively using all processes such project management tools, audit &amp; reporting systems etc.</li> <li>5. Efficiency of work - being able to complete projects single handedly without need for guidance</li> <li>6. Knowledge of current changes and updates to health &amp; safety legislation</li> </ol>