

# Capel Manor College

## Creative Arts Resource Technician – Floristry and Event Styling Specialist

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### Job Description & Person Specification



## **JOB DESCRIPTION & PERSON SPECIFICATION**

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| <b>Post</b>           | <b>Creative Arts Resource Technician – Floristry and Event Styling Specialist</b> |
| <b>Scale</b>          | Business and Learning Support   |
| <b>Grade</b>          | Scale 4, points 15-18   |
| <b>Responsible to</b> | Head of Curriculum  |
| <b>Location</b>       | Mainly remote working but travel to centres maybe required                        |
| <b>Contract</b>       | Part-time (0.2, 1 day), Permanent   |

#### **Key Responsibilities:**

The key responsibilities of the Creative Arts Resource Technician – Floristry and Event Styling Specialist are to provide specialist support to the Creative Arts department, with a particular focus on floristry and event styling, ensuring that learning activities are resourced effectively, accurately, and in line with current industry practice.

The postholder will work closely with tutors, practical instructors, team leaders, Head of Curriculum, and the Creative Arts Resource Technician – Procurement & Logistics to plan, develop, and coordinate resource requirements for up-and-coming lessons, workshops, commercial activities, and events. Using their expert knowledge of floristry materials, stem counts, seasonality, product selection, and event styling resources, they will support the creation of detailed and cost-effective resource plans that deliver high-quality, industry-relevant learning experiences for students. The role will also involve supporting workshop planning and communication, advising on material specifications and purchasing requirements, monitoring resource-related expenditure, and contributing to effective budget management. In addition, the postholder will work with the Creative Arts Resource Technician – Procurement & Logistics to help maintain organised resource planning systems, ensure materials are prepared and scheduled in accordance with delivery requirements, and promote efficient collaboration across the Creative Arts department to support outstanding curriculum and commercial activity.

#### **Responsibilities:**

##### **Specialist Floristry and Event Styling Resource Planning**

- Work closely with tutors to develop, review, and finalise resource lists for lessons, practical activities, workshops, commercial projects, and events.
- Provide specialist advice on floristry materials, foliage, flowers, sundries, styling products, and event décor requirements.
- Apply industry knowledge to determine accurate stem counts, quantities, product substitutions, and seasonal alternatives.
- Ensure resource requirements are clearly specified and communicated to support timely ordering and delivery.
- Support the development of innovative and commercially relevant resource plans that reflect current industry trends and standards.
- Advise on practical and cost-effective material selections while maintaining quality expectations.
- Support curriculum planning by ensuring materials are scheduled and prepared in line with course delivery requirements.
- Liaise effectively with tutors, practical instructors, and colleagues to ensure resource needs are understood and met.

##### **Workshop and Commercial Activity Support**

- Support the planning and coordination of workshop materials and resources.
- Maintain communication with workshop applicants and participants, ensuring they receive information and updates ahead of delivery.
- Assist in coordinating resource requirements for commercial activities, events, exhibitions, and showcases.
- Contribute to the smooth organisation and delivery of departmental enrichment opportunities and income-generating activities

## **Budget and Procurement Support**

- Work collaboratively with the tutors, practical instructors, team leaders, Head of Curriculum and the Creative Arts Resource Technician – Procurement & Logistics to support effective resource planning and purchasing decisions.
- Consider budget implications when developing resource lists and specifications.
- Support the monitoring of expenditure across floristry and event styling activities.
- Identify opportunities for efficiency, cost savings, and improved resource utilisation.
- Maintain accurate records relating to resource planning and expenditure where required.

## **General Responsibilities:**

1. Promote and implement all College policies, particularly those which refer to health & safety, equality of opportunity and Safeguarding young people and vulnerable adults
2. Participate in College programmes of staff appraisal and continuing professional development
3. Develop effective working relationships internally and with external partners
4. Undertake other duties consistent with the role and reasonably required by the Line Manager to support the effective operation of the Creative Arts department.
5. To always operate in line with the College's values and behaviours
6. Undertake other duties as may reasonably be required in the interests of the efficient functioning of the College

## **PERSON SPECIFICATION**

### **Qualifications**

- Possess a Level 2 qualification in English and Maths or a willingness to achieve within a specified period.
- Relevant Floristry qualification at Level 3 or above, or equivalent industry experience.
- Evidence of continuing professional development within floristry, event styling, or a related field.
- Desirable, Teaching, assessing, or training qualification.

### **Experience**

- Significant practical experience within the floristry industry.
- Strong knowledge of flower varieties, seasonality, conditioning requirements, and stem counts.
- Experience of planning and costing floristry resources for workshops, events, or commercial projects.
- Understanding of sourcing and purchasing floristry and event styling materials.
- Experience of working within budgets and balancing quality with cost effectiveness.
- Experience working collaboratively within a team environment.

### **Desirable**

- Experience within an education or training environment.
- Experience supporting commercial floristry activities or workshops.
- Knowledge of current floristry and event styling trends.
- Experience supporting curriculum-based learning activities.

### **Skills, Abilities and Knowledge**

- Excellent floristry and event styling knowledge.
- Strong organisational and planning skills.
- Excellent attention to detail and accuracy.
- Ability to calculate resource requirements, quantities, and stem counts accurately.
- Strong verbal and written communication skills.
- Ability to build effective working relationships with tutors, suppliers, and colleagues.
- Good literacy and numeracy skills.
- Ability to prioritise workload and manage multiple projects simultaneously.
- Confident using spreadsheets and basic IT systems to support planning and budget tracking.
- Ability to work independently and use initiative.

## **Other Factors**

- An understanding of and commitment to safeguarding young people and vulnerable adults
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people/vulnerable adults
- The ability and determination to promote equality, diversity and inclusion throughout all aspects of College life, including employment and service delivery.
- Flexible and responsive approach to work.
- Commitment to supporting outstanding student experiences and curriculum delivery
- Awareness of emerging trends within floristry, event styling, and creative industries.
- Passion for floristry and event styling.
- Commitment to maintaining high industry standards.
- Should the position involve regular driving, a clean driving licence is required.