



CORBY TOWN COUNCIL
COMMUNITY ENGAGEMENT AND EVENTS OFFICER
JOB DESCRIPTION

Job Purpose

Corby Town Council is a new local authority created in April 2021 to serve the people of Corby.

In order to raise awareness of the Council and to manage the Town Council's programme of events, this role has been created to manage and assist with organising and marketing of these events and promoting the role of the Town Council. Key features of the role are the control, marketing and programming of events that will take place. You will be responsible for ensuring health and safety compliance from these events, as well as liaising with the Town Clerk regarding events costs. Another key feature will be marketing of the Town Council's events and facilities and promoting the town.

Reporting to: Town Clerk

Responsible for: Events, Marketing and Communication

Staff: None

Vehicle: You need your own car and a clean licence. The Parish Council's mileage rate is 45p per mile.

Salary: 20 hours per week = SCP 24-26 (pro rata - £28,672-£30,451) actual salary (£15,498.36-£16,460.04) (£14.90-15.83 per hour)

Annual Leave: 22 days annual leave entitlement (pro rata)

Duties:

- Lead on the booking of events ensuring the suitability of the facilities provided for these specific events. In making these bookings you will ensure that appropriate copies of adequate insurance, risk assessments, licences and other relevant permissions in a timely manner and recording these.
 - To keep the Town Clerk updated on the programme of events, and highlight any issues in relation to these private bookings.
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- To work with the Town Clerk to protect the Parish Council's financial interests. To assist with the recovery of outstanding sums relating to those invoices.
- To support the organising and safe running of Town Council events. This will include ensuring events run by the Town Council are suitably insured and risk assessed, with an appropriate licence. You will also be expected to manage Town Council events to ensure its smooth and safe running.
- To help organise and promote Town Council representation at community events inside Corby.
- To promote the Town Council's facilities and events to the wider public. This may include creating promotional material and posting on the Town Council's Social Media accounts and coordinating with the Print and Broadcast Media.
- When necessary, attend any Council meetings relevant to events and help provide Town Councillors with accurate information about Council events.
- Maintain up-to-date knowledge of the legal and regulatory requirements as it applies to events. You will be supported by the Town Council in receiving ongoing training to meet this objective.
- Any other duties and responsibilities that may be delegated by the Town Clerk or Deputy Clerk.

Supervisory Responsibility: Ensuring that all events comply with Town, financial, licencing and safety requirements.

Notes:

- This job description outlines the main duties and responsibilities of the position. It should not be regarded as exclusive or exhaustive.
 - This role will include some weekend and evening work. When this happens, you will be expected to take Time Off in Lieu, though overtime payments may be considered under specific circumstances.
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PERSON SPECIFICATION

	Essential	Desirable
Qualifications	English and Mathematics GCSE (A-C) or equivalent.	Educated to Degree level or hold a relevant events-based qualification.
Knowledge and Experience	Experience of at least 1 year working in an events-based job role.	Experience of leading the organising of an event from conception stage to event completion.
	Knowledge of marketing techniques, digital platforms, and PR.	Experience of working in a job role where you have managed websites, social media, and PR.
	Experience of working towards agreed deadlines.	Experience of working in an environment where deadlines have changed at short notice.
	Understands local government and its role in fostering events and cultural entertainment.	Has events experience with a local authority.
	Understands the importance of health and safety and legal compliance for events.	Experience of drafting, submitting, and complying with event management plans, licenses, risk assessments and supplier documentation.
	Can confidently use software packages such as Microsoft Office.	Experience of setting and managing budgets using software packages like Microsoft Excel.
	Experience of working in a customer facing environment.	
Personal Qualities	Takes the initiative to solve problems.	
	Well organized and motivated.	
	Can develop and foster effective relationships with a variety of stakeholders.	
	An ability to negotiate and influence outcomes.	
Other Requirements	Acceptance of flexible working and unsocial hours.	
	Holds a full clean driving licence and owns a car.	