

BISHOP AUCKLAND TOWN COUNCIL
EVENTS AND PROJECTS OFFICER
JOB DESCRIPTION

Contract Type:	Permanent
Working Pattern:	Full time. 37 hours per week – including some occasional evening and weekend work and work on Bank Holidays for which time off in lieu is given.
Salary:	LC2 (18 - 23), £24,313 to £26,999
Leave entitlement:	23 days, plus public holidays increasing to 28 days after 5 year's local government service.
Responsible to:	Town Clerk

Overall Responsibilities

The Events and Projects Officer will be responsible for the development and delivery of an annual programme of events, delivery of approved Mayoral events and to assist with projects relating to the Council's Forward Plan.

Specific Responsibilities

1. In liaison with the Events Committee, to develop, manage and deliver an annual programme of events, which currently include the Horticultural and Produce Show, Remembrance Parade, Christmas Celebrations, Youth Awards.
2. In Liaison with the Mayor, develop, manage and deliver a programme of fundraising events, usually 4 events annually.
3. Supervision of the Mayor's Diary.
4. Identify opportunities, where appropriate, for the Council to be involved with additional one-off events such as jubilees, celebrations, anniversaries of significant events etc.
5. Work in partnership and develop good working relationships with local people, community groups, schools, external organisations and public agencies to deliver the programme of events.
6. Project manage events through to their successful delivery within approved budgets, ensuring that all risks are managed and health and safety and other legal obligations are taken into account.
7. Develop a communications strategy to ensure that all events are marketed and promoted in a proactive and timely manner.
8. Assist with the development and delivery of the Council's Vision, Aspirations and Forward Plan.
9. Undertake a number of projects relating to the delivery of the Council's Forward Plan.
10. Engage with local people, community groups, schools, organisations and public agencies as appropriate to complete actions identified within the Forward Plan.

11. Identify opportunities for obtaining grants and preparing applications to funding bodies to reduce dependency on the precept.
12. To assist the Town Clerk in the preparation of agendas and reports for relevant meetings of the Town Council and Council Committees. To attend meetings deemed necessary by the Town Clerk and/or Council and to assist in the preparation of minutes for approval.
13. Represent the Town Council at relevant meetings and provide regular updates to the Town Clerk, committees and Council as appropriate.
14. Occasional handling of cash, maintaining appropriate records and making arrangements for banking.
15. To undertake such other duties as may be required from time to time commensurate with the level of the post.