



Bude-Stratton Town Council

Job Description: Events Officer

Salary: Scale Points 7-11 (currently £20,092 – £21,748 per annum) pro rata

Hours: 22.5 hours per week including weekend and some evening work

Annual leave: 22 days per annum, rising to 25 days per annum after 5 years' service, + 2 concessionary days + statutory holidays – pro rata

Place of work: The Castle, Bude or any other location as required

Responsible to: Castle and Library Manager

Main tasks:

- To organise, market and promote specific annual/one off events or promotions in which the Town Council may wish to engage – for example (but not limited to) wedding fares, RNLI day and the annual Christmas Fare
- To assist the Heritage Development Officer in the organisation and implementation of events under their remit such as (but not limited to) the annual Heritage Day/Weekend and Commemoration of the Battle of Stamford Hill
- To organise, market and promote a programme of music for the Bandstand
- To organise, market and promote a programme of small events/activities/workshops for The Castle lawn or inside The Castle
- To support the Castle & Library Manager with development and management of a programme of temporary exhibitions in the gallery spaces liaising with exhibitors
- To facilitate and initiate the marketing and promotion of The Castle including (but not limited to) general advertising, gallery exhibitions and weddings
- To liaise with all other relevant departments to ensure that bookings for events, galleries and weddings/civil ceremonies do not coincide with other events and bookings
- To liaise with the Communications Officer with news items and promotional/marketing material for the Council's periodic newsletter
- Ensuring high standards of quality, customer service and health and safety are continuously met
- Management of appropriate budgets and forecasts in conjunction with the RFO
- When requested, preparation of reports for various committees of the Town Council and attendance at Council meetings as and when required, as requested by the Town Clerk, or relevant manager
- To ensure that the building is secured, including the windows, and alarms are set and working before leaving the premises when appropriate
- To undertake other duties of a reasonable nature commensurate with the post
- To undertake training as and when required or requested
- To abide by the Town Council's policies and staff handbook

- The post holder may be subject to a Disclosure and Barring service (formerly CRB) check
- To work as part of a multi-disciplinary team, but also have the ability to take responsibility and work on own initiative

Person Specification – Wedding, Galleries and Events Co-ordinator

<u>Specification</u>	<u>Essential</u>	<u>Desirable</u>
<u>Qualifications:</u>		
A level education as minimum	X	
Qualification in event planning/project management or similar		X
<u>Knowledge and Skills:</u>		
Excellent IT skills (minimum Word, Excel, PowerPoint, Outlook)	X	
Excellent Online skills (minimum Facebook, Instagram, Wordpress)	X	
Excellent communicator – Written and Verbal	X	
Budget keeping/financial management		X
Experience in gallery/art/exhibitions		X
Excellent organisational skills	X	
Previous experience dealing with promotion, marketing and press releases		X
<u>Work Experience:</u>		
Experience of organising events	X	
Project management		X
Experience of leisure or tourism industry		X
<u>Behaviours and characteristics:</u>		
Ability to prioritise and plan workload efficiently, with a thorough and meticulous approach	X	
Ability to manage simultaneous projects and to co-ordinate a safe and efficient operating environment	X	
Creative		X
Hold a full current valid driving licence	X	
A 'service driven' and 'can do' attitude	X	
Ability to work flexible hours including evenings and weekends	X	
A team player, service orientated, innovative, supportive, self-motivated, flexible, and able to demonstrate commitment	X	