

Madeley Town Council
Community & Events Officer
32.5 hpw over 5 days (9am-4pm)
Scale 22-24 up to £32,128 (actual salary)



Job Description

Job Purpose

- To organise Town Council run public events and activities.
- To be the first point of contact for the Town Council's community events and activities programme
- To ensure that the health & wellbeing of the local community is paramount to the work of the Town Council

Major Tasks

- To organise an annual calendar of community events and activities for the Town Council.
- To organise of specific Town Council public events e.g. themed markets, Easter, Halloween and Christmas activities, children's holiday clubs, weekly/monthly community groups, etc.
- To organise of the larger Town Council events of Christmas Lights and Madeley High Street Celebrations, Charities Day.
- Work in conjunction with Telford & Wrekin Council and other partner agency organisations to work collaboratively on current initiatives that impact on the residents of Madeley, Sutton Hill and Woodside.
- Organise and deliver community events and activities in partnership with other local community groups and partner agencies.
- Undertake health & safety, risk assessments and action plans for all community events organised on behalf of the Town Council.
- Arrange the promotion and marketing of all community events and activities.
- Monitor events budget always ensuring value for money
- Organising fundraising events to raise money for the Mayors Annual Charity.
- Promote and develop the Telford & Wrekin Council run market in Madeley.
- Organise the annual Remembrance Sunday Services.
- To prepare reports for presentation to Council Committees as and when required.
- Represent the Town Council at meetings with key community and partnership organisations to jointly develop and promote wellbeing and health projects within the local community.
- Develop an extensive register of community partner organisations that can be accessed by the local community via signposting or regular drop-in session programme.
- Work with the Community Centres within the local community to offer support, assistance, and practical help to support them in developing community events and activity initiatives within the community.
- Work with local charitable and voluntary organisations to promote their wellbeing and health initiatives and engage in joint programmes for the benefit of the local community.
- Set up and maintain a community events and wellbeing community volunteering programme within the local area.
- Identify sources of external funding for events and wellbeing projects organised by Town Council and in conjunction with local community and partnership organisations.

- Identify and submit funding bids for grant, including joint grants with partners and/or stakeholders as required.
- Any other duties commensurate with the post and the grade.

General

- To assist with the general reception duties at Jubilee House which includes dealing with members of the public, ensuring that their enquiries are met or signposting them to other agencies. Greeting and directing hirers of the facilities at jubilee House.
- To assist in all community & events organised by Madeley Town Council as and when required
- To provide cover at Madeley Community Library in the absence of the Librarian and First Point Officer
- To provide cover at The Hub on the Hill Community Centre in the absence of The Hub on the Hill Manager

Contacts

- There will be regular contact with a wide range of, customers, clients, members of the public, local authority, community organisations, agencies tenants and suppliers.
- The post holder is required to work with other team members on a variety of projects and will be expected to take varying levels of responsibility within those areas of work.
- There will be contact with Town Council and Borough Council members.

Creative Work

- The post holder must be able to show imagination and initiative in taking decisions regarding operational issues.
- They will be responsible for identifying areas in which the services and systems of work across the Town Council can be developed and improved and for making sure that resources are used as efficiently as possible.
- The post holder will have an imaginative approach to Town Council run events and will evaluate each event and plan and contribute ideas towards the development of existing or new events.
- The post holder will be responsible for the design and production of range of publicity material and find new and creative ways of publicising the facilities across the Town Council including Town Council events and services.

Decisions Made

- Decisions regarding the day-to-day management of events and activities will be taken by the post holder.
- Decisions on the content of any promotional material for events and activities organised by the post holder.
- Decisions regarding health & safety of events and activities will be taken by the post holder.
- Recommendations will be made to the Town Clerk and/or the Town Council regarding the implementation of change or development of a service or activity.
- The post holder will identify improvements to established working arrangements and suggest new ways of working or improvements.

Supervisory Responsibility

- The post holder is also responsible for the supervision of contractors who provide services for Town Council run events and activities.

Supervision Received

- The post holder is responsible to the Deputy Town Clerk who will give advice and guidance and who will monitor the post holder's performance. The work programme is determined by the schedule of activities and the post holder is expected to organise and prioritise his/her own workload.

Complexity

- The post holder will be required to use their professional expertise to manage a diverse range of tasks and functions.
- Due to the position of the building, in the centre of Madeley and the nature of some the services that are based in Jubilee House, the post holder will need to show a high degree of sensitivity. On occasion they may be required to face difficult or abusive situations and will always display a calm and caring attitude.
- The post holder will need to be flexible and will be required to undertake some weekend and evening work and must be prepared to change their working hours to provide cover in the event of staff holidays or sickness.
- The post holder will be required to manage and develop a number of demanding projects that are running concurrently, whilst maintaining excellent core services.
- The post holder will be required to respond positively and quickly to changing needs and priorities as directed by the council strategy.

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Person Specification

Essential

- Experience of office administration
- Experience of organising community events
- Experience of organising community projects
- Experience of working the local community
- Good standard of literacy and numeracy
- Able to use Microsoft office

Desirable

- Experience of local government administration
- Experience of working with elected members
- Experience of working within a community venue
- Experience of H&S working practice & procedures

Personal Attributes

- Excellent team worker
- Able to work on own initiative
- Friendly and approachable
- Organised
- Able to work on multiple projects

Data Protection and Confidentiality

- During the course of employment you will have access to data and personal information that must be processed in accordance with the terms and conditions of the Data Protection Act 1984.
- To treat appropriate discussions and information received during the course of the job as confidential.
- During the course of your employment you may see, hear or have access to information on matters of a confidential nature relating to the work of the Town Council. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation.

Security

- To be a key holder for the building and to open and close the community venue including out of hours functions, maintenance and emergency services if cover required.

Training

- To attend and undertake any training for the needs of the job.

- To attend regular meetings with line manager.
- To represent the Town Council at meeting appropriate to the job.
- To attend meetings of the Town Council as and when required.

Health & Safety

- Observe and comply with H&S Regulations applicable to the job.
- To ensure appropriate H&S inspections and checks as carried out in accordance with HSE guidelines.
- To ensure correct working practices of contractors in accordance with HSE guidelines.
- To be Fire Warden for the community venue.
- To be Fire Aider for the community venue.

General

- To undertake any tasks, duties and responsibilities as directed and appropriate to the grade and role of the post subject to any reasonable adjustments under the Equality Act 2010.
- To identify opportunities for efficiencies and improvements in the running of the community venue.
- To identify opportunities for marketing and promoting the community venue and participate in activities to promote and facilitate use by the local community.
- To act in accordance with the Town Council's Standing Orders, Financial Regulations and Code of Conduct and to comply with and support all Town Council policies including Equal Opportunities, Data Protection, Freedom of Information and other relevant legislation.
- The post is eligible to become a member of the Shropshire County Pension Scheme.