

# **CANVEY ISLAND TOWN COUNCIL**

## **Job Description**

### **COMMUNITY & EVENTS OFFICER**

#### **Responsibilities**

1. To deliver, organise, promote, and manage the councils programme of events including all core annual events and any ad hoc community engagement events within the agreed budget to enhance the social, economic, educational, leisure and tourism aspects of towns vitality.
2. To engage with the community and to work in partnership with other public service providers, local businesses, and the voluntary sector.
3. To promote the Town Council with displays at any ad hoc events agreed by the Council.
4. To work with local schools and organisations to promote the Town Council.
5. To manage, organise and administer the Community Awards as part of the Annual Town Meeting.
6. To administer the Councils website and facebook, ensuring it displays up to date and correct event information.
7. To administer and manage the Band Stand hire booking policy and promote its usage to enhance social, economic, educational, leisure and tourism aspects for the seafront location.
8. To assist the Deputy Clerk with the Councils Health & Wellbeing Plan including the associated projects and administering volunteers.
9. To produce a quarterly newsletter to keep the community informed of the Council's business.
10. Produce a Town Guide at no expense to the Council.
11. To produce regular media releases to promote Council activities and events.
12. Assist the Clerk to research and obtain external funding, including match funding, from grant-making bodies and organisations and sponsorship for events.
13. To undertake such other duties as may be required from time to time commensurate with the level of the post.