

## **COMMUNITY AND EVENTS OFFICER**

### **Overall responsibilities**

To manage and be responsible for the organisation of public events on behalf of the Town Council and to promote the Council's activities through newsletters, its website, and the media.

**Responsible to:** Town Clerk

### **Person Specification**

#### **General**

- Good standard of general education to at least GCSE Level and to include Mathematics and English

#### **Experience**

- A good understanding of the process of organising community events.
- Competency in the production of high-quality newsletters and media releases
- Local government work or events background an advantage.

#### **Personal Skills and Desirable Qualities**

- Excellent communication and interpersonal skills
- Ability to work creatively.
- Ability to deal with people in all situations in an appropriate manner.
- A good standard of numeracy and literacy
- Proven administrative skills and events management skills.
- Computer literate, familiar with the use of Microsoft Office (Word and Excel) and able to use standard office equipment.
- Able to maintain and respect the need for the confidentiality of sensitive information.
- Self –motivated and able to show initiative.
- An interest in the local community and the environment

#### **Special Conditions**

- Able to drive – driving licence is required and the use of a vehicle would be advantageous.
- Willing to undertake training when required or appropriate.
- Some physical activity is required. Lifting and carrying items of events equipment, standing or walking for extended periods and working in varying weather conditions.