Cottingham Parish Council



JOB DESCRIPTION

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| Job Title: Town Centre and Events Officer – 15 hours per week  Fixed Term in the first instance until 31/3/25 | |
| **National Joint Council for Local Government scale point: 17** | |
| Overall Purpose of Job:  The postholder will support the Parish Council in developing and implementing a Town Centre Action Plan with the aim of promoting and developing a vibrant town centre offer to residents, businesses and visitors.  The postholder will also support the delivery of a range of events in Cottingham, including Cottingham Day and the Christmas Festival, and any other events/activities that are developed to promote the village. | |
| 1  2  3  4  5  6  7  8  9 | Main Responsibilities:  Develop and implement a Town Centre Action Plan in liaison with the Parish Council, ERYC, representatives of local traders and relevant community groups  Assist in the management and delivery of projects which form part of the Town Centre Action Plan  Work with the Events Working Group to ensure the effective operation of Cottingham Day and the Christmas Festival and other events as required, including licensing/road closures /health and safety/legalities/general event management  Under the direction of the Clerk prepare press releases and maintain the Council’s website and social media to publicise the Council’s activities/projects.  Work in liaison with other organisations in Cottingham to maximise the impact of their events and activities  Seek external funding to support the implementation of the Town Centre Action Plan and local events  Ensure that any equipment relating to events is regularly inspected, maintained and adequately insured.  If required by the Council, act as a representative of the Council at conferences, meetings, and other similar events.  If required by the Council, attend such professional development events as are relevant to their role. In the normal course events the cost of training courses will be paid for by the Council. |
| Post holders will be expected to be flexible in undertaking the duties and responsibilities attached to their post and may be asked to perform other duties that reasonably correspond to the general character of their post and are commensurate with its level of responsibility. This job description is provided for guidance only and does not form part of the contract of employment. | |

PERSON SPECIFICATION

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| Job Title: Town Centre and Events Officer |

Method of Assessment (MOA)

AF = Application Form I = Interview T = Test or exercise

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| ESSENTAL CRITERIA | MOA |
| Knowledge and skills:  Excellent organisational skills  Ability to be able to communicate appropriately at all levels  Ability to prioritise work and respond to changes in demand for services  Ability to deal with, and resolve, conflict situations | AF, I  AF, I  AF, I  AF, I |
| Experience:  Experience of managing large scale events  Experience of dealing with public  Experience of marketing and publicity for events | AF, I  AF, I |
| Education and training:  High level of literacy and numeracy  Proficient in the use of IT and appropriate operating systems | AF, I  AF, I |
| Working arrangements:  Available to work evenings and weekends to support events  Willingness to work both alone and as part of a team | AF, I  AF, I |
| DESIRABLE CRITERIA | MOA |
| Skills and abilities:  Ability to transfer skills learned in other sectors | AF, I |
| Experience:  Experience of project management  Experience of working with retail and/or public sector | AF, I  AF, I |
| Education and training:  GCSE, or equivalent, in Mathematics and English | AF, I |