

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 - the use of a vehicle would be advantageous
- Willing to undertake training when required or appropriate