

CANVEY ISLAND TOWN COUNCIL

Job Description

COMMUNITY & EVENTS OFFICER

Responsible to: Town Clerk

Responsibilities

1. To work with the Community Relations Committee in the development, organisation, promotion and management of a programme of events within Canvey Island.
2. To deliver, within the agreed budget, the programme of events to enhance the social, economic, educational, leisure and tourism aspects of town vitality.
3. To engage with the community and to work in partnership other public service providers, local businesses and the voluntary sector.
 - Promote the Town Council with displays at the Castle Point Show, Local Strategic Partnership events and any ad-hoc event agreed by the Council.
 - Work with local schools and organisations to promote the Town Council.
 - To attend meetings of local groups and organisations and the voluntary sector to gather information, progress and promote events.
4. To act as the Town Mayor's diary secretary, managing the agreed schedule of events and seeking additional opportunities to promote the civic life of the council and community.
5. Produce a Town Guide at no expense to the Council.
6. To produce regular media releases to promote Council activities and events
7. To produce a quarterly newsletter to keep the community informed of the Council's business
8. Assist the Clerk to research and obtain external funding, including match funding, from grant-making bodies and organisations and sponsorship for events.
9. To undertake such other duties as may be required from time to time commensurate with the level of the post.