

## JOB DESCRIPTION & PERSON SPECIFICATION

Issue Date: March 2023

### DETAILS OF POST

<b>Job Title:</b>	Community Events Assistant
<b>Department:</b>	Leisure & Information Services
<b>Current Salary FTE:</b>	£21,968 – £23,194 per annum, pro rata
<b>Scale Point / NJC Scale:</b>	6 - 9
<b>Hours of work:</b>	15 hours per week Monday and Wednesday 08:00 –16:00 Monday is fixed (Second day is potentially negotiable)
<b>Status:</b>	Permanent
<b>Responsible to:</b>	Head of Service Leisure and Information
<b>Based:</b>	Trowbridge Town Council, The Civic Centre, St. Stephen's Place Trowbridge, BA14 8AH

### Contacts:

The post holder should expect to have contact with:

- Town Council Councillors and employees
- Members of the public
- Education officers and school staff
- Community organisations and their representatives including Trowbridge Futures.
- Suppliers
- Other Council service users

## JOB PURPOSE

### **The main purpose of the role is to:**

To work with Community Event Officer to run a portfolio of Town Council events, work with new partners to facilitate events within Trowbridge. Support local community groups who wish to use council land to ensure a safe and effective event.

### **General responsibilities:**

Meeting and corresponding with all potential event planners and organisers to provide advice and guidance on holding events; to ensure that the correct infrastructure is in place to safely manage all events and ensure liability is covered.

## MAIN DUTIES & RESPONSIBILITIES

To meet with potential event organisers to advise them of best practice, licensing, mapping, suppliers, street collections, Purple Book guidelines, event health & safety, fire safety, risk assessments, public liability, traffic flow, road signage, security arrangements, briefings, environmental health, lost property, safeguarding, accidents, road closures, emergency procedures and serious incidents.

- Work with Community Event Officer and Leisure Services Administrator to Plan, design and implement Town Council quarter events, working cross departmental as required
- Give support and guidance to event organisers to ensure they are meeting all technical, legislative and infrastructure requirements for their events.
- Support groups in organising their activities using best practice or statutory guidance if applicable, particularly in areas of health and safety, registration, road closures, licensing, waste management, welfare facilities etc.
- To actively promote the councils land for use by community groups and organisations to hold events large or small.
- Ensure marketing and promotion of all events through social media platforms, internal departments and outreach are used.
- To handle requests for promotional opportunities on Fore Street, liaising with Wiltshire Council.
- To handle the payments and invoicing to organisations for hiring the councils land or for use of Fore Street and TTC event invoices
- To assist the Community Events Officer with general administration duties relating to community events.

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## PERSON SPECIFICATION

	Essential	Desirable
<b>Qualifications &amp; Training</b>	<ul style="list-style-type: none"> <li>Minimum of 5 GCSE's at Grade 5 or C or above.</li> </ul>	<ul style="list-style-type: none"> <li>Health &amp; Safety (IOSH/NEBOSH)</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Of working with community groups</li> <li>Working with volunteers</li> <li>Practical ability and problem solving</li> <li>Use of computers, MS Office Suite</li> <li>Event support/organisation.</li> </ul>	<ul style="list-style-type: none"> <li>H&amp;S Operating Procedures</li> <li>Road Closures and Licencing</li> </ul>
<b>Knowledge &amp; Understanding</b>	<ul style="list-style-type: none"> <li>Local Government</li> <li>Event Health and Safety, including Fire Safety</li> </ul>	<ul style="list-style-type: none"> <li>Licensing</li> <li>Purple Guide</li> </ul>
<b>Ability, Skills &amp; Aptitude</b>	<ul style="list-style-type: none"> <li>IT Literate</li> <li>Effective oral / written skills</li> <li>Able to communicate effectively with a wide range of people</li> <li>Well organised</li> <li>Smart appearance</li> <li>Good team worker with ability to work under own initiative if needed</li> <li>Flexible approach to working as occasional evening &amp; weekend work</li> <li>Active commitment to promoting equal opportunities in all aspects of work</li> <li>Willingness to undertake training</li> <li>Physically fit with ability to move equipment during events</li> </ul>	<ul style="list-style-type: none"> <li>Outgoing</li> <li>MS-Office Suite</li> <li>Driving Licence / use of car</li> </ul>

## GENERAL INFORMATION FOR ALL POSTS

The post holder will, on occasions, be expected to:

- Abide by the Town Council's Policies and Procedures
- Participate in the Town Council's annual performance reviews
- Undertake any other reasonable duties that the Town Council may ask of you.

The aim of this job description is to show the general purpose and level of responsibility of the post; it sets out the main duties of the post as at the date of issue. Due to the changing nature of the business, such duties may vary and develop from time to time without changing the general nature of the post or level of responsibility. Such variations are a common occurrence and would not, of themselves, justify the revaluation of a post.

### Confidentiality

The post holder is required to work in a confidential and professional manner and to uphold the good reputation of the Town Council

### Data

To see how we handle and store your data please view our privacy notice

<https://www.trowbridge.gov.uk/your-council/privacy/>

### Training

All employees may be expected to undertake additional training and development courses identified as a requirement for furtherance of the position or to support the post holder in their role

### Equal Opportunities

All employees have a responsibility to understand and abide by the obligations laid down by Trowbridge Town Council's Equal Opportunities Policy

### Health and Safety

- Act responsibly in managing your own health and safety and that of anybody else who may be affected by your acts or omissions
- Act responsibly showing regard for the environment at all times and adhere to the Council's Policy
- Work responsibly to ensure that, on a day to day basis, work is conducted within the framework of all local and legislative health, safety, environmental and welfare guidelines and policy

### Safeguarding

***Trowbridge Town Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. We expect all staff and volunteers to share this commitment. Some roles will be subject to a full disclosure and barring service check before confirmation of appointment.***