



Newark Town Council

Appointment of Events Officer

Application Pack

Contents

Advertisement	3
Staff Structure	4
How to apply	5
Job Description	6
Person Specification	9
Terms and conditions of appointment	10



Newark Town Council EVENTS OFFICER

Salary package SCP 18-21 (£25,419- £26,975)
3-year fixed term contract

Newark Town Council is one of the largest town councils in the Midlands serving a population of around 32,000 with a gross spend of £2million forecast next year. The activities and services delivered by the Council have increased significantly in recent years and the Council has ambitious plans for further expansion.

The Town Council is a key partner in the delivery of a government funded £25 million pound town fund investment project being led by the District Council. The Town Council is the lead authority for an event led strategy designed to generate increased economic activity in the town centre. A £200,000 per annum budget for event activity presents an exciting opportunity for the right individual to help deliver a vibrant and exciting town events programme that will be enjoyed by residents and visitors alike.

Although a 3-year fixed term contract there are ambitions to secure longer term funding that will help to secure the post long into the future. The success of the programme will be critical in helping to secure future funding.

If you have demonstrable expertise in the planning, promotion and delivery of high quality events we would love to receive your application.

An application pack including how to apply can be obtained from the Town Council's website www.newark.gov.uk

Closing date for applications:

Friday 8th July 2022

Newark Town Council is an Equal Opportunities Employer

NEWARK TOWN COUNCIL – ORGANISATION CHART



NEWARK TOWN COUNCIL
Events Officer

How to Apply

1. Please read all of the Application Pack prior to completing your application and make clear why you are interested in the position, and what relevant skills and experience you have, with reference to the Job Description and Person Specification.
2. The application form should be completed in full; shortlisting will be based on the information provided. CV's will not be accepted. Please also complete and submit the Equality and Diversity Monitoring Form with your application.
3. **The closing date for applications is 17.00pm on Friday 8th July 2022.** Applications received after this time may not be considered.
4. Please send your application, in confidence, by email to:
ian.harrison@newark.gov.uk
5. If you would like to discuss the position informally with the Town Clerk please e-mail matthew.gleadell@newark.gov.uk to confirm the times you are available to receive a phone call.
6. Applicants who have been shortlisted for interview will be advised by no later than Friday 15th July 2022.
7. Interviews will take place on Monday 18th July 2022.

NEWARK TOWN COUNCIL

Job Description

Post Title	Events Officer
Grade	SCP 18-21 (£25,419- £26,975)
Hours of work	37 hours per week (3 year fixed term contract)
Location	Newark Town Hall
Accountable to	Markets Manager/Newark Heart Project Lead
Responsible For	N/A

Organisation Chart



Job Purpose

1. Provide high level administrative support to the Town Council's Events programme.
2. Organise Town Council Events, in association with the Markets Manager/Newark Heart project lead.
3. Support & organise events being provided by partner organisations
4. Effective promotion of events and post event evaluation.
5. Attend Town Council & Partner events as required.
6. Support the Market Manager in sourcing and engaging entertainers for Newark Market

Principal Duties & Responsibilities

1. Organise, in association with the Markets Manager, all Town Council & some Partners events.
2. Prepare Event Management Plans for all Town Council & Partner events, including submission to the Safety Advisory Group as required.
3. Attend the local Safety Advisory Group and all pre-event meetings as required
4. Source and engage entertainers for all Town Council & partners events and Newark market entertainers.
5. Provide effective promotion of events including the use of various communication tools and especially all forms of social media
6. Carryout data capture and post event evaluation to assist with the determination of event impact on footfall, visitor returns, town centre retail spend etc
7. Provide secretarial and admin support to the Cultural Heart of Newark Project Board
8. The nature of the work will involve the post holder carrying out work outside of normal working hours, as part of the normal contracted hours. An allowance has been incorporated in the salary to working unsocial hours.
9. Develop and sustain working relationships with all internal and external stakeholders and contacts.
10. Act as a First Aid Appointed Person, have a positive DBS check and assist with fire warden duties as required (training will be provided as required).
11. Undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms, after consultation.

General Matters

This job description represents a statement of the duties of the post but does not include all minor duties. It is inevitable that over time the nature of an individual job will change and existing duties may be lost or others gained without changing the general character of the duties or the level of responsibility entailed. As a result the Authority will expect this job description to be subject to revision.

It is the Authority's aim to reach agreement to reasonable changes, but if agreement is not possible, management reserves the right to insist on changes to your job description after consultation with you.

The Council is committed to equal opportunities. As part of its policy it has been agreed that applicants wishing to work on a "job share" basis will be considered on an individual basis. Since it is not possible for all posts to operate in this way, if you wish to enquire about "job sharing" you should contact the Town Clerk in the first instance.

The Town Council has a 'Working from Home' policy which can be applied to this post with the agreement of the Town Clerk/Markets Manager.

NEWARK TOWN COUNCIL

Person Specification

Experience & Qualifications

Essential

- Minimum of 4 GCSE's A-C or equivalent, including English and Math's

Desirable

- Understanding of Local Government
- A minimum of 2 years' experience of organising events.

Knowledge & Skills

Essential

- Excellent general IT Literacy including use of internet and Microsoft Office: Word, Excel, PowerPoint, Access, Outlook and Website Maintenance
- Ability to use effectively; all forms of social media

Personal Attributes

Essential

- DBS checked
- Excellent communication skills, both written and verbal
- Display a good personal manner and presentable appearance
- Display tact, diplomacy and discretion at all times
- Display good organisational skills: evaluate competing priorities & prioritise appropriately
- Ability to work under pressure to achieve, both to deadlines and high aspirational service demands
- Able to work equally as effectively as part of a team or on own initiative

NEWARK TOWN COUNCIL
Events Officer
Terms and Conditions of Employment

For all purposes not specified within this document, the post is subject to the terms of the conditions of service determined by the National Joint Council for Local Government Services (NJC/ Green Book).

1. Salary

The post is offered at a salary within the NALC/SLCC recommended Salary Scale LC2, within the range NJC Spinal Column Points

SCP 18-21 (£25,419- £26,975)

2. Working Week

The normal working week is 37 hours; it is expected that you will work flexibly and commit sufficient hours, subject to working time regulations, to meet the needs of the role. Regular weekend working to support events will be essential.

3. Contract Duration

The post will be a fixed term contract of 3 years starting on the date of commencement.

4. Place of Work

The Council is located in the Town Hall, Newark but you may from time to time be required to work from other

5. Expenses

Travel, mileage, and subsistence expenses incurred during approved travel on Council business will be reimbursed under the Council's scheme applicable at the time.

The Council will meet/ reimburse the annual membership fees for the Society of Local Council Clerks. (and up to one other professional body relevant to this position to which the Town Clerk may belong).

6. Other Employment

This is a full-time post. The post holder will be fully engaged in the employment of the Council and agrees not to undertake any other paid employment without the express consent of the Town Clerk.

7. Annual Leave

The post holder is entitled, in addition to the normal bank and public holidays, to 21 working days' leave in each leave year.

8. Period of Notice

The post is subject to a 6 months probationary period and the permanent appointment must be confirmed by the Town Clerk.

The post holder must give at least three months written notice to terminate the Employment. The post holder will be entitled to statutory notice during the probationary period and 3 months written notice after successful completion of the probationary period.

9. Pension

The postholder is entitled to join the contributory Nottinghamshire Local Government Pension Scheme.

10. Health and Safety Regulations, Other Legislation & Policies

You will be expected to familiarise yourself with all relevant regulations, legislation and policies applying to or made by the Council and ensure that you comply with and ensure others comply with these as required.