

Job Description

Job Title:	Events and Communications Officer
Reporting to:	Town Clerk
Present Location:	3 New Street, Daventry, Northants NN11 4BT
Salary Scale:	£20-£25k
Hours:	37 hours per week (can be flexible)
Job Purpose:	Provide clerical and administration support for the Clerk and Council, to facilitate and manage events, to promote the Town Council through events and social media and work flexibly to achieve the aims of the Town Council.

Duties and Responsibilities

Office administration

1. To undertake office reception duties, both in person and on the telephone, dealing with enquiries and personal visits from the general public/members (ensuring queries are answered satisfactorily and/or referred onto the appropriate person/organisation).
2. To be responsible for ensuring data quality and as such the integrity of management information through the proper use and safekeeping of data and record systems both manual and computerised.
3. To support the Town Clerk/RFO in the provision of democratic services including preparation of reports to council.
4. To support the Town Clerk/RFO in financial management, to include purchasing, stock control, data input and production of financial reports for committee.
5. To support the Town Clerk/RFO and or other members of the Town Council team on specific projects/work.
6. Any other lesser or comparable duties as required relating to the particular specialised function of the team or teams.

Events and Communication

1. Project manage Town Council events.
2. Liaise and work in partnership with external bodies to lead, manage and support Town events and/or activities.
3. Monitor and manage Town Council website/Facebook/Twitter.
4. Create, publish and circulate Town Council newsletter.
5. Further promote the Town Council through alternative online networking sites, to develop social media methods for ensuring communication is dynamic and contemporary and reaches a diverse audience.
6. Write press releases and articles in liaison with the Town Clerk to publicise the Town Council and its events, activities and achievements.
7. Respond to all media enquiries in timely manner, referring to the Town Clerk, as required.
8. Ensuring health and safety regulations are adhered to and risk assessments are done on a regular basis, referred to and complied with.

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3. Project and Contracts

1. Manage and assist, when required, projects generated by members of the Council, plan and schedule project timelines and milestones. Identify and resolve issues. Develop and deliver progress reports, proposals and presentations.
2. Manage and oversee following Town Council contracts

Note: Attendance to meetings and events involves occasional evening and weekend work for which single time off in lieu can be taken.

Person Specification

Essential	Desirable
Proven administration experience	Managerial experience
Proven event management experience	Community event management
Proven social media experience	Management of web and/or social media sites
Ability to work flexibly and as part of a team, and to use own initiative.	Team leader/Supervisory experience
Good written and verbal communication skills.	Experience of working with the public and external organisations
GCSE English or other similar qualification	Experience in writing press releases and promotional literature
Numeric competence	GCSE Maths or other financial qualification
Good understanding of Microsoft Office	Knowledge of Office 365
Willingness to work evenings, Saturdays and Sundays	First Aid Trained