



JOB DESCRIPTION

Events Officer

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| <u>Main Function of Position</u> | |
| - To create, develop and ensure delivery of a calendar of events for Macclesfield Town Council | |
| GRADE | LC2 SCP 18 – 23 (£24,982 - £27,741) Full Time (37 hours) |
| Responsible To: | Assistant Town Clerk |
| Responsible For: | Event volunteers |
| <u>Overall Responsibilities:</u> | |
| <ol style="list-style-type: none"> 1. To develop and ensure delivery of a diverse calendar of events in Macclesfield 2. To liaise with key partners to ensure the successful delivery of town council events 3. To support community groups to deliver events such as Macclesfield Bikeathon and Barnaby Festival. 4. To liaise with and work in partnership with the council's strategic partners 5. To maintain clear records and files as required to support strategic aims of the council 6. To organise the Mayors Civic Events and Remembrance. 7. As required, to support the administrative function of the Town Council. | |
| <u>Specific Responsibilities:</u> | |
| <ol style="list-style-type: none"> 1. To manage the delivery of events in the town. 2. To organise and oversee all aspects of identified Civic and Mayoral functions and where appropriate also to attend and assist at those functions – The Civic Service, Mayor Making, Thanks Giving Service & Remembrance and Civic Awards Functions. 3. Making practical arrangements and provide administrative support for named specific events from initial contact to the civic event's conclusion 4. Ensuring that there is compliance with statutory requirements for such civic events 5. Liaison with all individuals and groups associated with delivery of the civic event 6. Submitting and administering applications for consents as required for the delivery of projects, services and events (e.g. space and room hire, event notices) 7. To ensure the promotion of Macclesfield, its events and attractions, through the use of traditional and digital media 8. To work closely with a variety of community groups and leaders to support the delivery of events in the town | |



9. To ensure health and safety compliance and high standards are maintained at all times
10. To maintain and administer clear and accessible files of information related to the post.
11. To maintain a project and events budget, and produce reports on events for every Services Committee meeting.
12. To maintain clear communication with stakeholders at all times
13. To manage the events budget within the council's policies and procedures, including keeping clear records of income and expenditure
14. To ensure compliance with the service responsibilities for information and GDPR compliance
15. To ensure all paperwork is completed to ensure the safe delivery of events in the town; including risk assessments, event application forms and road closure applications.
16. To prepare and maintain a Personal Development Plan and to attend training courses or seminars on the work and the role as required.
17. To manage volunteers at events.
18. To work in any premises in the ownership or interest of the Town Council in Macclesfield.
19. To forecast spend and inform the financial management of the council as well as supporting the budget setting process
20. Any other duties as and when required by the council that are reasonably within the capabilities of the person and are aimed at achieving the council's objectives and goals.