

Alton Town Council

Job Description

1. Post Title Events Support Officer (Full Time 37 hours per week)
2. Responsible to: Events and Marketing Lead Officer
3. Responsible for: Position does not have responsibility for staff
4. Salary Grade: £20,092 per annum
5. Job Summary To provide administrative and hands-on support the Town Hall Team in delivering the council's public events, external communications and community-facing services.

6. Main Responsibilities

- 6.1 To support the Events and Marketing Lead Officer in the planning, organising and delivery of the Council's public events including attendance where required at events.
- 6.2 To deal with enquiries from community groups and individuals who wish to put on events on council land, including processing their applications.
- 6.3 To support the Events and Marketing Lead Officer in communicating with the Public
- 6.4 General event related administration including filing, taking bookings for markets and events, including Walking Festival, limited run letter drops to local shops or residents, applications to statutory authorities for licences etc..
- 6.5 Support in the production of marketing material. Distribute posters and flyers making sure posters are regularly updated in the town's noticeboards.
- 6.6 Assist in the production of the Altonian newsletter as needed.
- 6.7 To assist the Events Team co-ordinating volunteers, contractors and other Participants at events.
- 6.8 Upload content onto the Council web site and Facebook Pages as required
- 6.9 Deal with personal and telephone enquiries and providing a positive service to the public.

7.0 General

- 7.1 The hours of work for contractual purposes are 37 hours per week. Some evening and weekend working is a requirement of the job for which compensatory time off will be given in line with Council policies.

7.2 This job description is not, by definition, a comprehensive schedule of asks and duties that are required to be undertaken. Accordingly in addition to the duties specified the post holder will also be required to undertake any other duties commensurate with the status of the post

Essential requirements:

Ability to work in a team

Adaptable and ready to act when unexpected situations arise.

To be presentable at all times when working and demonstrate that you can represent Alton Town Council in the manner befitting the role.

Good communicator

Flexible approach to working, as the role will include some weekend work

A can-do attitude and a willingness to learn

NVQ Level 2 or 4 GCSEs A-C (or equivalent) education is expected as a minimum

Be able to work safely, with risk assessments and compliance with safety procedures

Equality Statement

Alton Town Council celebrates and values the diversity brought by employees, potential employees, applicants and volunteers We are committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnership.