



LONDON COLNEY PARISH COUNCIL

COMMUNITY & EVENTS OFFICER

London Colney Parish Council is recruiting for the post of Community and Events Officer on a fixed term contract of 12 months. This is a key role as a lead officer for the annual programme of events and projects and will be followed by a review to consider further appointment.

The role is to promote and develop the Council's Events, to promote the use of the Community Centre, including Tuesday and Thursday Lunches, to be responsible for the organisation of activities throughout London Colney, and to assist with the development of the London Colney Neighbourhood Plan.

In addition, the job holder will be responsible for editing articles, submitted for inclusion in the London Colney News, and for obtaining advertising for this Newsletter.

The role is 20 hours per week, which will include weekend and evening work, with 23 days holiday pro rata.

Salary SCP 11: £21,166 (£11 per hour) pro rata from 1 April 2019.

The closing date for applications is **Monday 25 March 2019, 12 noon**

Interviews will take place w/c **1 April 2019**

Full details can be found in the application pack from:

Council's website at: www.londoncolney-pc.gov.uk

email: info@londoncolney-pc.gov.uk

**Or contact: Clerk, London Colney Parish Council, Caledon Community Centre,
Caledon Road, London Colney AL2 1PU**

Tel: 01727 821314

Please note CV's will not be accepted.

JOB DESCRIPTION

Job Title: Events Officer

Reports to: Parish Clerk

Job Purpose: To organise, promote and develop community events.

To promote the use of the Community Centre including lunch club

To be responsible for the development of activities throughout London Colney.

To develop advertising avenues to publicise Council events and facilities.

To develop relationships with stakeholders and community groups in the village

To assist with the development and administration of the London Colney Neighbourhood Plan

Key Duties and Responsibilities:

1. To prepare and manage an annual programme of Community events from inception to delivery.
2. Event management of Community events, such as Larks in the Parks, Music Festival, Open Mic nights, Firework Display and Christmas lights switch on.
3. To prepare promotional and marketing material to pro-actively publicise the events of ensuring the website is updated.
4. To undertake the organisation for lunch club including food ordering, volunteer's rota and monitoring of food safety.
5. To secure income from sponsors and external funding organisations to enhance the event and maintain the budget.
6. To ensure insurance, legal, health and safety obligations are adhered to and risk management procedures are in place.
7. To work with the District Safety Advisory Group to ensure public safety is maintained at all outdoor public events.
8. To ensure excellent customer service and quality delivery.
9. To compile quarterly editions of London Colney News ~~using Microsoft Publisher~~ including liaising with potential and existing advertising; working with local organisations and Councillors for articles for inclusion and liaising with the publisher and distribution company.
10. To support the Clerk, the Council Chairman, and the Chair of the Events and Community Committee in the administration and implementation of parish council events.
11. To undertake such other duties and responsibilities, including attending meetings, commensurate with the level of the post and in accordance with the job purpose, as required by the Clerk from time to time.

PERSON SPECIFICATION

Job Title: Events Officer

CATEGORY	ESSENTIAL	DESIRABLE
1. Qualifications	Educated to GCSE Level or equivalent with preferably English and Maths GCSE (Grade C).	Further Education, preferably to degree level or skills training meeting CPD standards. Specialist Event Management qualification.
2. Related Experience	Evidence of organising events and project management. Knowledge of Health & Safety and Legal obligations. Experience of dealing with community groups, contractors, stall holders, businesses and the public. Ability to work within a regulatory framework, either private or public sector. Experience of working on own initiative and as part of a team.	Organised outdoor events, community activities or Markets. Experience of preparing and monitoring risk assessment forms. Understanding Local Government. Experience of fundraising.
3. Skills and Abilities	Good inter-personal skills with an ability to communicate effectively in writing and orally. Strong administrative and organisational skills including ability to work in a logical manner, plan and organise own work, meet strict deadlines, attend to detail, maintain accurate records. Knowledge of Microsoft including Publisher.	Experience of producing reports, letters, project proposals and other publications. Negotiating skills. Experience of producing publicity material.
4. Personal Qualities	The ability to effectively manage your own workload and work unsupervised. Able to work effectively under pressure. Methodical and thorough approach. Innovative and problem-solving abilities. Enthusiasm and energy.	Confident and supportive.
5. Other requirements	Flexible, able to attend evening meetings and work at weekends as necessary.	Able to multi-task.

