TODMORDEN TOWN COUNCIL

Report to	Full Council
Report Author	Staffing Committee
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Date	29th July 2026
Subject	Recruitment of Events and Facilities Officer Post

Purpose of Report

1. To present the Staffing Committee's recommendation that Full Council approve the creation of an Events and Facilities Officer post to support the increasing operational demands associated with Council facilities, events and community bookings.

Background

2. The Committee considered a report outlining the significant increase in operational responsibilities undertaken by the Council in recent years, including the management of additional buildings, an expanding programme of community events, increased facility bookings and the associated health and safety and operational requirements.

3. The Committee noted that these additional responsibilities have placed considerable pressure on existing staff, resulting in sustained overtime, reduced capacity for core administrative work and increasing risks to service resilience and staff wellbeing.

4. The Committee agreed that the current staffing structure is no longer sufficient to meet the Council's operational requirements and that additional dedicated capacity is required.

5. The interview panel will be made up of 2 Councillors from the Staffing Committee and the Town Clerk.

Financial

6. The Staffing Committee noted the projected underspend within the Patmos Wall repair Project budget, providing a time-limited solution while allowing the Council to review the long-term staffing requirements before the end of the initial two-year period.

Recommendation

The Staffing Committee recommends that Full Council:

7. To approve the creation of an Events and Facilities Officer post to provide dedicated operational support for Council events, facilities and community bookings.

8. To approve the post at NJC SCP 16 as a fixed-term appointment for two years, with the option to extend following a review of operational need and available funding.

9. To approve funding for the post from the underspend within the Patmos Project budget for the 2026/27 and 2027/28 financial years.

10. To authorise the Town Clerk to commence recruitment in accordance with the proposed timetable.

Reasons For Recommendation

11. The Staffing Committee concluded that the Council's increasing operational responsibilities, including the management of additional facilities, increased community bookings and a growing events programme, have placed unsustainable pressure on the existing staffing structure.

12. The Committee noted that staff are regularly working overtime and out-of-hours to maintain service delivery, resulting in reduced capacity for core administrative duties and increasing risks to staff wellbeing and organisational resilience.

13. The recommended Events and Facilities Officer post will provide dedicated operational capacity, improve coordination of Council facilities and events, reduce reliance on overtime and strengthen the Council's ability to deliver services effectively.

14. The Committee also considered the financial implications and agreed that funding the post from the underspend within the Patmos Project budget for 2026/27 and 2027/28 provides an appropriate means of meeting the cost without creating an immediate pressure on the Council's revenue budget. Recommending the post as a fixed-term appointment for two years, with the option to extend following a review, allows the Council to assess the long-term operational need and affordability before making a permanent commitment

Policy Implications:

15. Recruitment will be undertaken in accordance with the Council's Recruitment and Selection Policy and employment procedures.

16. The post will be subject to the Council's existing staffing policies and performance management arrangements.

17. Any extension beyond the initial two-year fixed-term appointment will require further consideration and approval by Full Council as part of the budget-setting process.

Details Of Consultation:

18. Todmorden Town Council

Climate Change:

19. N/A

Impact Equality Assessment

20. The creation of this post is not expected to have any adverse impact on protected groups. Recruitment will be undertaken in accordance with the Council's Equality and Diversity Policy, ensuring an open, fair and inclusive recruitment process based on merit.

Supporting Papers:

Appendix 1 – Recruitment Schedule

Appendix 2 – Events & Facilities Officer Job description

Further Information, Please Contact: Naomi Crewe

Appendix 1 – Recruitment Schedule

(Employment start aim: November/December 2026)

- 15th July 2026 – Staffing Committee to consider proposed option, job description, and advert.
- 29th July 2026 – Full Council approval to advertise the job
- 30th July – 31st August 2026 – Job advertised (1 month).
- 1st – 14th September 2026 – Shortlisting candidates.
- 22nd September 2026 – Interviews (TBC).
- 23rd September 2026 – Job offer made to selected candidate, subject to satisfactory references and pre-employment checks.
- October – November 2026 – Notice period, pre-employment checks, and arrangements for commencement.
- November/December 2026 – Candidate starts

Appendix 2 – Events & Facilities Officer Job description

Job Description

Job Title: Events and Facilities Officer

Reports to: Town Clerk

Responsible for: N/A

Normal location: Varied

Working Hours: 30 hours per week (part-time), emphasis on evening & weekend working as required
Salary: NJC SCP 16 (Fulltime equivalent Salary £30,518per annum (pro rata to 30 hours)

Holidays: 31 days per year, inclusive of bank holidays (pro rata)

Probation period: Six Months, with interim review at Three Months

Conditions of Employment: 2 years Fixed Term Contract in line with TTC Contractual Conditions with possibility of extension.

1. Job Purpose

To coordinate and support the operational delivery of Council events and the day-to-day management of Council facilities, bookings, and associated community use.

The postholder will ensure that Council events are delivered safely, efficiently, and in compliance with relevant health and safety requirements, while acting as a dedicated operational contact for facility users and reducing operational pressure on existing staff across the Council.

2. Key Responsibilities

Events Management

- Coordinate the operational delivery of Council events, including outdoor events such as bandstand programming and Christmas
- Provide on-site operational support for events, including evenings and weekends as required
- Liaise with performers, hirers, contractors, and community groups to ensure smooth delivery of events
- Support the preparation and implementation of event risk assessments and safety documentation
- Ensure compliance with health and safety legislation, Council policies, and relevant licensing conditions
- Act as operational lead on-site during events where required

Facilities and Buildings Management

- Coordinate the day-to-day operational use of Council buildings and facilities
- Manage access arrangements for contractors, hirers, and service providers

- Liaise with contractors regarding maintenance, repairs, and facilities issues
- Coordinate scheduling and usage across multiple Council sites
- Act as the primary point of contact for facility users and hirers
- Ensure facilities are appropriately prepared for bookings and events

Bookings Administration

- Maintain and update Council booking systems accurately and efficiently
- Process enquiries, bookings, confirmations, and hire agreements
- Coordinate scheduling to avoid conflicts between Council and external users
- Maintain accurate records relating to facility use and events
- Support invoicing processes in liaison with finance staff where required
- Promote the Venues and their usage

Health and Safety / Compliance

- Support completion and review of risk assessments for events and facility use
- Undertake pre- and post-event site checks as required
- Ensure compliance with relevant health and safety legislation and Council procedures
- Report incidents, hazards, and concerns promptly to the Town Clerk
- Promote safe working practices across all Council facilities and events

Out-of-Hours Working

- Provide planned evening and weekend support for Council events and facility use
- Manage a structured rota for out-of-hours operational cover
- Ensure appropriate handover procedures for events outside normal office hours
- Contribute to reducing reliance on overtime across existing staff roles

Stakeholder Engagement

- Maintain positive working relationships with community groups, hirers, and contractors
- Provide a professional and responsive service to members of the public
- Promote and support community use of Council facilities and spaces

3. General Duties

- Work in accordance with Council policies, procedures, and Standing Orders
- Maintain confidentiality at all times
- Undertake other duties reasonably commensurate with the role
- Support the Council's commitment to effective service delivery and community engagement

4. Person Specification (Summary)

Essential:

- Experience in events coordination, facilities management, or operational delivery
- Strong organisational and planning skills
- Ability to manage multiple priorities and work under pressure
- Understanding of health and safety requirements in public events or facilities
- Strong communication and interpersonal skills
- Willingness to work evenings and weekends as required
- Full, valid driving licence.
- Access to a reliable vehicle for work-related travel.
- Ability and willingness to travel between sites/locations as required by the role.

Desirable:

- Local government or public sector experience
- Experience managing booking systems or venue hire processes
- Knowledge of event risk assessment and safety planning
- First Aid qualification
- Health and safety qualification (e.g. IOSH or equivalent)
- Willing to undertake personal License Training/qualification
- Knowledge of food standards for commercial premises

5. Special Conditions

- This role is part-time (30 hours per week) and requires flexibility in working patterns
- Evening and weekend working will be a regular requirement depending on event and bookings schedules
- The postholder may be required to work across multiple Council sites within Todmorden