

### **Job Details**

**Job Title:** Community Support and Events Officer

**Job Reports to:** Town Clerk (TC)

**Responsible for:** N/A

**Normal location:** Varied

**Working Hours:** Part Time: 30 hours per week – Varied working hours

**Salary:** £25,152.97 per annum (SCP 17 Pro Rata)

**Holidays:** 31 days per year, inclusive of bank holidays Pro Rata

**Probation period:** Three months

**Conditions of Employment:** 18 months fixed Term Contract in line with TTC Contractual Conditions (Maternity Cover)

### **Job Purpose**

The Community Support and Events Officer will assist the Town Clerk of Todmorden Town Council with their duties as required and will specifically be responsible for furthering the Community Engagement and the management of the Pavilion/Bandstand bookings and events. All duties are to be carried out in accordance with the Council policies and regulations.

### **Overall Responsibilities:**

- To promote Todmorden through working with community groups to help take forward events, projects, initiatives and community engagement
- To facilitate and promote community initiatives
- To liaise with and work in partnership with the council's strategic partners
- To maintain clear records and files as required to support strategic aims of the council
- As required, to support the administrative function of the Town Council.

### **Specific Responsibilities:**

- To support Todmorden Community Groups with identifying and progressing grant applications. Assist Community Groups with grant applications to TTC
- Liaise with the local Community Groups
- To maintain the Cost of Living, Community Organisations and Climate mailing list and send relevant news and information to the networks as it is researched or received and to organise events as required to deliver the council's community aims.
- To be responsible for all social media of a community nature, seeking guidance from the Town Clerk and Responsible Financial Officer (RFO) before posting wherever issues may be of a contentious nature, and to monitor social media activity.

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- To assist with the development of community-based projects as required; on occasion take a lead role in relation to a particular project.
- Under direction of the Town Clerk and RFO, upload community related website content, assist with updating website, maintain regular website items, and assist with development of Community Organisation section of the website.
- Work alongside the Administration and Development Officer organising events such as the Cost of Living networking event and Climate Assembly
- Identify opportunities and complete grant applications for TTC to external grant funders
- Raise awareness of relevant projects the council is working on
- Produce articles for the quarterly Council newsletter
- Cover the Council Office as required
- Assist the Administration and Development Officer in arranging Christmas light switch on and other outreach events.
- Support community groups to operationally run the Bandstand and Bowling Pavilion and where there are cross cutting themes, work together to attract external funding.
- Manage the bookings of the Pavilion and the Bandstand, attracting new bookings where possible.
- Ensure access to the Pavilion and Bandstand as required
- Support the implementation of good governance for the Bandstand and Bowls Club voluntary groups.
- Promote Todmorden and the community groups therein through direct engagement with groups, press releases, website and social media for wider audience.
- Overseeing the Vale Land Community Garden Group

### **Administrative:**

- To answer the telephone for the Council, taking accurate messages, where appropriate.
- To document and escalate any queries/comments raised to the Clerk of Todmorden Town Council and relevant Councillor(s).
- To attend training courses/conferences when agreed by the Council.
- Any administrative tasks delegated from the Clerk of Todmorden Town Council.

### **General:**

- To maintain Council standards and professionalism.
- To liaise and attend meeting with other partners and Governmental bodies.
- To attend internal and external meetings as required including evenings and weekends.
- Unsocial / weekend working may be required in line with Council needs.
- As Todmorden Town Council is a small team, you will be asked to be flexible to provide support during busy periods.

- Ensure that you follow all Todmorden Town Council Policies and Procedures.
- To undertake such other duties as may be required and as are commensurate with the grading of the post.

### **Legal Obligations**

- Ensure observation of legal / statutory requirements.
- Monitor and advise on legislative change.

### **Entrepreneurship:**

- Study relevant reports / other data and do research to maximise outcomes for Council assets and services.

### **Job Skills, Experience and Qualifications**

#### **Essential**

- Excellent written and verbal communication skills including confident and assured presentation skills.
- Self-diary management and the ability to work on own initiative.
- Excellent team working and patient customer service skills.
- Experience managing people
- Excellent numeracy, accuracy and speed in the preparation maintenance and monitoring of both manual and computerised records.
- Relevant technical knowledge, or the ability to learn required knowledge quickly.
- Highly organised, enthusiastic, driven, resilient and flexible in approach in a fast-paced environment.
- Excellent use of Microsoft Applications Word/Excel PowerPoint.
- The right to work in the UK.
- Experience of WordPress or similar systems
- Experience of using all social media platforms
- Relevant experience of working with community groups
- Experience in Managing events

#### **Desirable:**

- An understanding of how local Council and meetings are run.
- Experience of managing buildings.

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- Experience using booking platforms (specifically Hallmaster).
- Understanding of governance requirements at community group level.
- Delivery of community based projects
- Management of budgets
- UK driving licence or ability to travel throughout the area