

Job Description

Job Title: Facilities and Events 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 £30,523 per annum (pro rata to 30 hours- £24,747.07)

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
- Co-ordinate Volunteers for events

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
- Provide support for Mayoral access to the Town Hall.
- Primary contact for out of hours alarm issues

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