

JOB DESCRIPTION – Community Events Officer

Job title:	Community Events Officer
Location:	Duston Parish Council (DPC)
Salary:	Salary: LC1 SCP 5-6 (£18795 - £19171) pro rata
Allowances:	Mileage allowance
Hours:	16 hours per week – Core office hours to be agreed plus flexible working hours including some weekends and evenings to support events as required.
Responsible to:	Business and Community Development Manager

JOB PURPOSE

To provide comprehensive admin support to the Business & Community Development Manager as well as assisting with the development of community engagement through a varied programme of events and initiatives within the parish

KEY RESPONSIBILITIES

- Efficient management of all admin associated with events and initiatives
- Efficient planning of tasks to ensure smooth delivery of events
- Assisting with the development and delivery of parish events and initiatives
- To develop and maintain an accurate database of contacts and stall holders
- To maintain and update the parish website and social media pages
- Further development of the role may include the co-ordination of a volunteer base to deliver parish initiatives

PEOPLE AND RESOURCES

Job-holder's position in relation to their manager, peers and direct reports:

- Accountable to Business and Community Development Manager
- Member of Parish Community Events team
- Liaison with Facilities administration team.

JOB DEMANDS

The position requires the following although additional training will be encouraged where appropriate;

- Ability to adapt to a variety of tasks both within and outside of an office environment
- Ability to work using own initiative to deliver and develop the role
- Excellent organisational skills
- Excellent people skills
- Ability to work efficiently and accurately
- Fluency in social media/websites/mail chimp etc.
- Excellent IT skills including excel
- A clean driving licence
- Excellent verbal and written skills
- Ability to communicate at all levels in a professional and courteous manner

GENERAL

DPC is progressive and currently increasing its responsibilities, therefore, it is inevitable that over time existing duties may be lost and duties gained without changing the general nature of the post and responsibilities entailed

This job description is intended as a guide to the major duties to be carried out by the Community Events Officer. To allow for adaptive and effective working, these may be reviewed periodically in consultation with the post holder.

You will be required to undertake any such additional duties as determined by DPC.

You will be required to work flexible hours to meet the demands of the business.