

HAYLE TOWN COUNCIL



JOB DESCRIPTION

Job Title: Events Officer

SCP 18 - 23
21 hours per week
£31,537 - £34,434 pro rata

Responsible to: Deputy Town Clerk

Job Overview:

The Events Officer is responsible for the planning, coordination and delivery of Hayle Town Council's events programme, supporting the Council's strategic objective to *Run an Events Programme* that benefits the community, enhances the visitor experience, and contributes to the local economy.

This developing role will lead on the creation, promotion and delivery of a varied programme of indoor and outdoor events across the town. The postholder will work collaboratively with community groups, partners, volunteers, businesses and stakeholders to encourage participation, support existing events, and introduce new opportunities that reflect Hayle's identity, heritage and ambitions.

A key requirement of the role is to establish and maintain a comprehensive annual events calendar for the community, ensuring activities are well-coordinated, accessible, safe and effectively communicated.

Duties and Responsibilities:

The Events Officer will work both strategically and operationally to ensure the smooth delivery of the Council's events programme. Responsibilities include:

Events Planning and Delivery

- Lead on the development and delivery of Hayle Town Council's annual events programme, ensuring activities are well-planned, inclusive and aligned with Council priorities.

- Coordinate a range of indoor and outdoor events, including community celebrations, cultural activities, seasonal events, civic occasions and partnership-led initiatives.
- Produce event plans, schedules, risk assessments and operational documentation to ensure safe and compliant delivery.
- Provide on-the-day operational support, including event setup, stewarding coordination, contractor liaison and troubleshooting.

Community Engagement and Participation

- Work with community groups, volunteers, schools, charities, businesses and partner organisations to encourage participation and co-delivery of events.
- Support and strengthen existing community-led events by offering guidance, coordination and practical assistance where appropriate.
- Promote opportunities for residents to engage in events, activities and volunteering.

Stakeholder and Partnership Working

- Build strong relationships with local organisations, businesses, cultural partners and public agencies to enhance the events programme.
- Liaise with event organisers seeking to use Council land or facilities, ensuring processes are clear, consistent and supportive.
- Represent the Council at meetings, briefings and planning sessions related to events and community activity.

Promotion, Marketing and Communications

- Develop and deliver promotional activity for Council-run events, including digital content, printed materials, press releases and social media updates.
- Maintain and publish a comprehensive annual events calendar for the community, ensuring information is accurate, timely and accessible.
- Work with colleagues to ensure consistent branding, messaging and visibility of Council events.

Operational and Administrative Responsibilities

- Assist in setting event budgets and ensure cost-effective delivery.
- Commission, monitor and oversee contractors, suppliers and service providers.
- Ensure all events comply with Council policies, financial regulations, licensing requirements and Health & Safety standards.
- Produce clear, accurate and structured event documentation, evaluation reports and financial summaries.
- Support the monitoring of relevant contracts, facilities and equipment used for events.

Collaboration and Communication

- Work closely with the Town Clerk, Deputy Town Clerk, Councillors and colleagues across the Council to ensure coordinated planning and delivery.
- Provide timely updates on event progress, risks, decisions and milestones.
- Engage with volunteer groups to support fundraising, community involvement and event sustainability.

Other:

- The post-holder may be required to attend evening meetings and/or other events for which time off in lieu or payment will be awarded.
- The post-holder will be expected to comply, observe and promote the values and behaviours of the Council in a professional and responsible manner.
- The post-holder will maintain confidentiality of information acquired while undertaking duties for the Town Council.
- All Council employees are responsible for the implementation of the Health and Safety Policy so far as it affects them, their colleagues and others who may be affected by their work. The post-holder is also expected to monitor the effectiveness of the health and safety arrangements and systems to promote appropriate improvements where necessary.
- There is an expectation that all employees will be committed to a programme of continuing professional development and be willing to learn new skills and keep abreast of new and improved methods of working, for the benefit of the people of Hayle and the Town Council.

NB This job description is intended to give the applicant/post-holder an appreciation of the role and the range of duties and responsibilities to be undertaken. It does not attempt to cover every activity. Specific tasks and objectives will be agreed with the post-holder at regular intervals. The post-holder will be required, at all times, to perform any other reasonable tasks as requested by the Council in order to meet its operational needs.

Signed by Post Holder

Signed:..... Date.....