

Since formation, Bingley Town Council has undertaken a number of events and projects to promote the town and benefit the community: stalls at shows and other community events, stalls at markets and a monthly farmers-style market. This work, particularly creating and running a monthly market, has involved staff time and resource as well as considerable councillor time and resource. The council has recognised this is not sustainable as existing staff capacity has been utilised and going forward councillor input may not be consistent. To address this, it is proposed the council employs (or contracts for 12 to 18 months) an Events and Projects co-ordinator. A draft job description is provided.

JOB DESCRIPTION

Events and Project Co-ordinator

<u>Main Function of Position</u>	
- To develop and deliver events and projects in Bingley to enhance community provision in the town.	
GRADE	TBC ??? LC2 SCP 24 – 28 (bar at SCP?? to demonstrate strategic development) for example 18 hours @£14.50 (£13,572) to @£16.31 (£15,266.16) 24 hours @£14.50 (18,096) to @£16.31 (£20,354.88) Or contract eg. £18,000 pa = £1,500 per month = £375 per week @£25 = 15 hours
Responsible To:	Town Clerk
Responsible For:	Community Centre Staff, volunteers and casual staff as required
<u>Overall Responsibilities:</u>	
<ol style="list-style-type: none"> 1. To develop and deliver a diverse calendar of events and projects in Bingley, particularly a monthly market. 2. To promote Bingley through events, projects, initiatives and community engagement 3. To work in partnership with community groups to facilitate and promote community initiatives 4. To liaise with and work in partnership with the council's strategic partners 5. To maintain clear records and files as required to support strategic aims of the council 6. As required, to support the administrative function of the Town Council. 	
<u>Specific Responsibilities:</u>	
<ol style="list-style-type: none"> 1. To co-ordinate the delivery of Town Council community events in the parish, including a monthly market. 2. To promote Bingley, its events and attractions, through the use of traditional and digital media 3. To work closely with a variety of community groups and leaders to support initiatives in the town 4. Write and distribute professional and appropriate corporate press releases and information and build and maintain positive and professional media relations 5. To ensure health and safety compliance and high standards are maintained at all times 6.. To maintain and administer clear and accessible files of information related to the post 7.. To maintain clear communication with stakeholders at all times 	

- 8.. To proactively engage with the community, formal groups and individual interest areas
- 9.. To administer an associated budget within the council's policies and procedures, including keeping clear records of income and expenditure
- 10. To support the Clerk in any community consultation process for the council as it relates to informing council strategy and service delivery.
- 11.. To ensure compliance with the service responsibilities for information and GDPR compliance
- 12. To maintain and develop a calendar of events for the council and curate a calendar of event in the parish.
- 13. To prepare and maintain a Personal Development Plan and to attend training courses or seminars on the work and the role as required.
- 14. To work in any premises in the ownership or interest of the Town Council.
- 15. Any other duties as and when required by the council that are reasonably within the capabilities of the person and are aimed at achieving the council's objectives and goals.

Person Specification:	
To have received a good standard in secondary education and possess 5 GCSE grades A-C (or equivalent), including English Language.	Application, Certificate, Assessment
To be proficient in the use of computers and associated software.	Application, Interview, Assessment
Experience of delivering events	Application, Interview, Assessment
Experience of community and stakeholder engagement	Application, Interview, Assessment
To have good interpersonal skills.	Interview
To have good oral and written skills, including press release writing.	Interview, Assessment
To have experience of working in an office environment.	Application, Interview
To have an understanding of local government.	Application, Interview
To be willing to undertake appropriate training.	Interview
Be willing to work evenings and weekends as required	Interview
A good level of literacy and numeracy	Certificate, Application & Interview
Experience dealing with the public in a professional manner	Application & Interview
Excellent understanding of H&S in the workplace and public realm	Interview
Experience and understanding of risk assessments	Interview
High standards of presentation and cleanliness	Application & Interview

Bingley Town Council
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Draft December 2018

Good communication skills with the public and colleagues	Interview
Flexible approach to working hours	Interview
Prioritisation of tasks	Application & Interview
Desirable Competences	
First Aid qualified	Certificate, Application & Interview
Full UK Driving Licence	Certificate

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