

Keswick Town Council

Job Description – November 2023

Job Title	Events Co-ordinator	Salary	Self-employed – current expectation is 350 hours over the course of 12 months at £17 per hour
Department	Keswick Town Council	Hours	Variable
Reporting to	Town Clerk	Working Pattern	Hours to be worked flexibly to meet the needs of Events in Keswick – this will include evening and weekend working on Event days

The Council

Overview

Keswick Town Council was created in 1974 and consists of 12 Councillors, elected by the people of the town every four years. The Town Council aims to provide high quality, accessible services to the community.

The Council's office accommodation is located on the ground floor of the Council Offices, 50 Main Street.

Council meetings are held on the third Thursday night of each month and Charitable Trust meetings are held on the second Thursday night of the month on a bimonthly basis. Additional meetings are held as and when necessary.

Keswick Town Council has an active Events Committee, who organise events for the residents of Keswick. Recent events include the Annual Christmas Lights Switch On and Keswick Midsummer Festival, however the Events Committee have ambitions for more inclusive events.

Job Purpose

To ensure that all events which take place under the auspices of Keswick Town Council are carried out in conformity with all relevant legislation, including health and safety, licensing etc, in compliance with the requirements of the Town Council's insurers, as well as within set budgets, making sure expenditure meets the requirements of Keswick Town Council's financial regulations. The post holder will also be expected to investigate possibilities for expanding the current scope of events through partnership work, investigating new income streams and applying for external funding for events programmes.

Main Duties & Responsibilities

- Arranging meetings of the Town Council's Events Committee and providing meeting notes.

- Working with the members of the Committee to organise events agreed by the Town Council.
- Liaison with Town Council staff.
- Co-ordinating programmes of activity and booking performers as necessary;
- Preparing risk assessments.
- Applying for relevant Orders and clearance in a timely manner.
- Liaising with partners e.g. Cumberland Council, Keswick Tourism Association, Rotary Club, Lions Club.
- Applying for grants as appropriate.
- Ensuring availability of volunteers to carry out stewarding roles etc.
- The post holder will be expected to attend events, which are held out of office hours.
- Organising publicity for events.
- Dealing with enquiries from members of the public, contractors etc.
- Ensuring the events fall within set budgets.

Other Special Notes or Conditions

- This role is to be carried out independently of, but in collaboration with staff and Councillors at Keswick Town Council. Work may be done off site, or a desk and laptop can be provided by Keswick Town Council
- This position will be on a self-employed basis. Applicants will calculate and pay tax and National Insurance contributions directly to HMRC. Mileage expenses will be payable for necessary car travel at the rate currently applicable for local government employees. Contractor hours will be paid for via a monthly time sheet, submitted in time to meet Council payment dates.
- The postholder will be expected to work within policies and procedures as set out in Town Council policies (copies of which will be provided)
- This role is dependent on the requirements of the Events Committee. There will be certain times of the year which are busier than others. The post holder will therefore be expected to have a high level of flexibility.
- The post holder will not be involved with liaising with Christmas lighting contractors, that will remain with the office staff.
- This job description only contains the main duties relating to the post, and there may be other duties from time to time.

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Assessment Criteria	Essential	Desirable	
Educational Qualifications	<ul style="list-style-type: none"> A minimum of 5 GCSEs at grade C or equivalent, 2 of which must be Mathematics and English Language 	<ul style="list-style-type: none"> A levels in English or relevant experience. 	
Work related experience and associated vocational training	<ul style="list-style-type: none"> Administrative experience or an understanding of office procedures Previous experience of working with members of the public Relevant recent experience working in a customer service environment Relevant experience managing budgets 	<ul style="list-style-type: none"> Previous experience organising events Ability to ensure Health and Safety requirements are adhered to. 	
Specialist Knowledge	<ul style="list-style-type: none"> A proficiency with Microsoft Office Ability to develop and maintain accurate systems 	<ul style="list-style-type: none"> Ability to handle complex information accurately and with attention to detail Experience in organising events Experience of marketing and social media promotional activity Experience of making successful funding applications 	
Job Related Skills	<ul style="list-style-type: none"> Ability to communicate effectively orally and in writing with all levels of the 	<ul style="list-style-type: none"> Ability to develop ideas 	

	<p>organisation, service users, members of the public and external agencies</p> <ul style="list-style-type: none"> • Ability to deal with conflicting demands and to prioritise workload within allocated timescales • Good organisational skills • Good numerical skills • Good written skills • Good communication skills • Ability to manage conflicting priorities • Ability to meet deadlines • Ability to take instruction • Ability to work on own initiative 	
Other Factors	<ul style="list-style-type: none"> • Ability to maintain confidentiality • Prepared to work outside normal working hours 	