

Arundel Town Council
JOB DESCRIPTION

Job Title	Town Events Manager
Reports to	Town Clerk
Employment status	
Anticipated hours of work	25 hours per week
Rate of pay	£14 per hour

Role Purpose
<p>The Town Events Manager will support the organisation of events in Arundel. Some of these events will be organised by the Town Council (e.g. Remembrance Day, Community Awards, Farmers Market) and others will be organised by community groups, supported by the Town Council (e.g. Arundel Festival, The Bee Project).</p> <p>The Town Events Manager will work closely with the Town Clerk and other Town Hall officers, with Councillors and with the community groups organising events to ensure that events are well-organised, well promoted, communicated effectively through social media run smoothly, and reviewed afterwards to see what lessons can be learned.</p> <p>The Town Events Manager will participate in finding volunteers, making sure that they are properly trained, briefed, and supported. The Town Events Manager will build a network of contacts whom they can call upon to provide specialist skills and expertise when they are required. They will also build relationships with the officers in Arun District Council and West Sussex County Council to facilitate road closures and other permissions and services, and with South Downs National Park Authority.</p> <p>The Town Events Manager will support community groups in finding grants and funding to support their events.</p>

Responsibilities and Duties
<i>Strategy and Planning</i>
<ul style="list-style-type: none"> • Work with the relevant organisers to plan, facilitate and organise high quality events in Arundel. • Attend and provide support to meetings of organisers as appropriate • Work with events organisers to find, train and motivate volunteers to make events possible. • Identify possible sources of funding for events, and organise applications for grants • Facilitate open and frank reviews after events to capture lessons for future years.
<i>Compliance and Implementation</i>
<ul style="list-style-type: none"> • Identify and ensure compliance with all the regulatory requirements for events to be held, including trading licences, road closure applications, risk assessments, health and safety and insurance.

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<ul style="list-style-type: none"> • Manage transport and parking issues arising from events
Relationships
<ul style="list-style-type: none"> • Build relationships within community groups in Arundel (e.g. the Chamber of Commerce, the Norfolk Estate) and within statutory bodies (e.g. Arun District Council, West Sussex County Council, South Downs National Park Authority, Sussex Police) to facilitate the organisation of events in the town
<ul style="list-style-type: none"> • Build a network of contacts in the community to make specialist services and expertise available to support events.
Communication
<ul style="list-style-type: none"> • Advise residents of forthcoming events through relevant websites and social media
<ul style="list-style-type: none"> • Encourage PR for events which will enhance the reputation of the town
Teamwork & Personal Organisation
<ul style="list-style-type: none"> • Work closely with the Town Hall staff to optimise the synergy between activities in the Town.
<ul style="list-style-type: none"> • Maintain accurate records of the time spent on different events, so that the Council know their resource requirements.

Key Performance Indicators
1. There is a range of well-organised, successful events in the town
2. Conflicting demands for time and pressurised deadlines are handled skilfully and calmly.
3. Relationships within the community and with relevant outside bodies are effective
4. There is enthusiasm for the events organised, within the Council and in the wider community
5. The reputation of the Arundel annual programme of events-great and small-is growing.

This Job Description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only, and may be changed at the discretion of the Council or Town Clerk. As a general term of employment the Council may make any necessary changes in job content, or may require the post holder to undertake other duties, at any location in the Company, provided that such changes are appropriate to the employee's remuneration and status.

Town Clerk Authorisation Signature			
Name		Date	
Incumbent Signature			
Name		Date	