**Job Description**

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| **Job Title:**Events and Projects Officer | **Grade Scale**: SCP26 £30,451 – SCP30 £33,782 |
| **Responsible to following manager:** Assistant Town Clerk | **Responsible for following staff:**1 apprentice |
| **Location:** Northampton Guildhall | **Hours:**Full time 37 hours |
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**Working for Northampton Town Council**

Northampton is a vibrant and diverse town and this is an exciting opportunity to join a brand new council and play a key role in shaping its events and projects.

In return you will get:

* Generous holiday entitlement (25 days going up to 30 after 5 years service) plus bank holidays
* Access to the Local Government Pension Scheme
* Training to support you in your role and develop your career
* Chance to help direct and evolve a brand new council
* Opportunity to work in the historic Guildhall

Northampton Town Council is the largest parish council by population in England and has ambitions to provide high quality services for the community. All officers are central to the growth of the Council and the delivery of the strategic plan that we are beginning to draft.

**Job Purpose**

The Council is in the process of transferring responsibility for a number of events from West Northants Council namely:

* Christmas Light Switch on
* Remembrance Day
* Fireworks at the Racecourse
* Bands in the Park

You will have the opportunity to make your mark and help the Council in delivering these events which are attended by tens of thousands of people. Creativity, working under pressure, leadership and teamwork are all traits that you will have a well as the ability to work collaboratively. You will be responsible for working with and supporting local groups and stakeholders in delivering further events such as Diwali, Eid, Pride, Town Show, Beer Festival, Carnival and Party in the Park

With a new council comes new projects and you will also play a major role in working with existing team members, councillors and community groups in developing these. Again, you will need to be creative, organised and able to work with stakeholders as you take the lead in projects and bringing them to fruition.

**Qualities, Duties and Responsibilities**

* Organising fantastic events on behalf of the town council for our residents and visitors
* Delivering projects on behalf of the town council that are in line with our key values (young and vulnerable people, wellbeing and environment) and strategy
* Engaging with our diverse and passionate communities in delivering events and projects
* Being an imaginative and creative problem solver
* Excellent organisational, leadership and engagement skills
* A team player who is not afraid to challenge how things are done
* A knowledge of Northampton’s’ amazing history, culture and hertiage
* An understanding events and project management tools

Technical

* To act as a point of contact for the management of events
* To work to an agreed work program for events and activities in liaison with the Assistant Town Clerk and events contractor
* To work with the Assistant Town Clerk in leading the Northampton In Bloom project
* To support the future development and delivery of Northampton Town Council’s events program.
* To liaise with client groups and organisations to ensure all event related paperwork (Event Management Plans, health and safety plans, risk assessments etc) are complete before events are staged.
* To monitor events and event sites to ensure that events are staged in a safe and carefully planned way.
* Liaise with the Civic and Mayoralty Officer with regards to preparation and monitoring of cultural activities, civic functions, events and festivals.
* To support the development of knowledge and expertise amongst organisations and partnerships to deliver cultural activities, events and festivals in Northampton.
* To work with the Communications Officer and Civic and Mayoralty Officer to ensure that all specific cultural activities, civic functions, events, and festival are promoted in the most appropriate way.
* To supervise and mentor the Apprentice Events and Projects Officer.
* Carry out risk assessments and health and safety procedures and advise event and function organisers of requirements as appropriate.
* Organising and utilising resources within an agreed budget
* To undertake any necessary procurement activities. To lead on or support tender processes depending on the size of the contract.
* To be present at key large scale events taking place and help to ensure necessary, health and safety, traffic management measures and public safety measures are in place as required.
* To administer the grants program and liaise with the recipients in terms of project delivery and highlighting the contribution of the council
* Attendance at meetings of the Council, committees, sub-committees to report on the progress of events and projects.

**General Duties and Responsibilities**

* To contribute to the development and improvement of the services of Northampton Town Council.
* To comply with relevant internal processes and external guidelines including the Code of Conduct and policies concerning data protection and health and safety.
* To promote equality, diversity, and inclusion, and working to create and maintain a safe, supportive and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected.

**Additional Information**

Ability to attend evening meetings – the postholder will be expected to attend some evening meetings

Ability to work weekends – the postholder will be expected to attend and manage the events, often at weekends

**Person Specification**

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**Our Values and Behaviors**

* taking responsibility and being accountable for achieving the best possible outcomes – a ‘can do’ attitude to work
* taking a team approach that values collaboration and partnership working
* contributing to the overall aims of the Town Council as it looks to take on and develop its own services
* working with our residents, partners and stakeholders in promoting Northampton as a great place to live, work and visit
* always looking for best value in the services and goods we procure and where possible using local suppliers and contractors

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| **Person Specification Requirements** |  |
| **Knowledge** |
| General knowledge of the public sector and local government issues and committee procedures. | Desired |
| A sound knowledge of relevant health and safety legislation, risk assessments etc  | Essential  |
| A background and/or experience in event and project planning and management  | Essential |
| Budget management | Desirable  |
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| **Experience** |
| Demonstrable proficiency and practical knowledge planning events and projects, and delivering them  | Essential |
| Demonstrable track record of strong performance in the role with responsibility for decision-making within an events and projects context | Desirable |
| **Skills** |
| Ability to work as part of a team, exchanging ideas and providing support to colleagues to ensure that team and service objectives are met | Essential |
| Ability to produce project and events plans | Essential |
| Ability to communicate orally and speak with confidence so that clear messages are conveyed to a wide range of listeners (these include people at all levels, both within and outside the Council such as Members, other staff and members of the public. | Essential |
| Ability to demonstrate competence in the use of PC based office systems, particularly word processing. | Essential |
| Ability to self-motivate, work well under pressure and to prioritise a variety of tasks and conflicting demands. | Essential |
| Effective interpersonal skills  | Essential  |
| Ability to work with councillors, colleagues and external organisations to foster good working relationships at all levels. | Desirable |

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| **Qualifications** |
| Events Management and/or Project Management qualification | Desirable |
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