



Northampton TOWN COUNCIL

Events and Projects Officer Job Description

Maternity Cover – commencing 7th May 2024

Length of contract – 14 months

Closing Date – Thursday 28th March 2024

Interview Date – Friday 5th April 2024

Job Title: Events and Projects Officer	Grade Scale: SCP25 £33945 – SCP29 £37336
Responsible to following manager: Assistant Town Clerk	Responsible for following staff: None
Location: Northampton Guildhall	Hours: Full time 37 hours

Working for Northampton Town Council

Northampton Town Council is a newly created parish council. It was officially created in April 2021 following local government reorganisation in Northamptonshire and the creation of two new unitary organisations.

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.

Job Purpose

We are looking for someone to cover maternity leave for one of the Town Council's Events and Projects Officers.

The Town Council is responsible for a number of large events and projects in the town namely:

- Christmas Light Switch on
- Remembrance Day
- Fireworks at the Racecourse
- Bands in the Park
- Northampton in Bloom

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 as 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, Northampton Balloon Festival, Heritage Open Day and Northampton Carnival.

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 bring them to fruition.

Qualities, Duties and Responsibilities

- Working on your own initiative (where required) or as part of a small team to organise and manage events/projects on behalf of the town council for its residents and visitors
- Delivering projects on behalf of the town council that are in line with our key values 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 history, culture and heritage
- An understanding of events and project management tools

Technical

- To work closely with the Events and Projects Officer 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 support the Northampton In Bloom project in liaison with the Assistant Town Clerk and the Community Engagement Officer.
- To work with the Community Engagement Officer on a variety of Community projects.
- To support the future development and delivery of Northampton Town Council's events program.
- To work on a variety of Heritage projects
- Volunteer programme
- To work with the Events and Project Officer and Assistant Town Clerk to ensure all event related paperwork (Event Management Plans, health and safety plans, risk assessments etc) are complete before events are staged.
- To work with the Events Management Contractor 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 work with event partners to 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 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.
- Where necessary 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

Must hold a Full Driving Licence

Person Specification

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Responsible to following manager: Assistant Town Clerk	Responsible for following staff: None

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

Person Specification Requirements	
Knowledge	
General knowledge of the public sector and local government issues and committee procedures.	Desirable
A knowledge of relevant health and safety legislation, risk assessments etc	Desirable
A background and/or experience in event and project planning and management	Essential
Budget management	Desirable

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
Qualifications	
GCSE or equivalent in Maths and English	Essential
Events Management and/or Project Management qualification or equivalent.	Desirable
A knowledge and understanding of the heritage and civic background of Northampton and how the Town Council is custodian of this.	Desirable