

JOB DESCRIPTION

1. **Post Title:** EVENTS AND ADMINISTRATION OFFICER
2. **Salary Grade:** Scale 5 £22,183 - £24,491
37 Hours/Week, Monday to Friday
3. **Responsible to:** Community Engagement – Section Head
4. **Job Summary:** To work with colleagues to support events and undertake community project work. To provide administrative support for Council meetings, Planning Committee and other projects.
5. **Functional Relationships**
 - (i) Internal – The CEO, Community Engagement – Section Head and all staff
 - (ii) External – Representatives of partner organisations

6. **Key Responsibilities**

Events

- (1) To support colleagues in the Community Engagement Team, Councillors and business partners where appropriate to deliver a programme of events and community initiatives throughout the year, contributing ideas, leading events and being the public face of the Town Council engaging fully with the community.
- (2) Organise and manage own events working with Community Engagement team.
- (3) To compile and promote holiday activities programmes during the Easter and Summer Holidays, targeting low-income families, in conjunction with Burgess Hill Youth and liaising with partner organisations.
- (4) Support Community Engagement Section Head with event delivery to support all groups in the community.

Administration

- (5) To provide secretariat support (set up meetings including agendas and minutes) as required for Planning, Council, Annual Town Meeting and other meetings. Attendance at evening meetings will be required (for which time off in lieu will be given).

- (6) To ensure that all actions arising from meetings are implemented in consultation with the management team and communicated to staff, residents and other agencies as appropriate.
- (7) To liaise with local businesses to source advertising opportunities for the written communication magazine (About Town) produced by the Social Media and Communications Officer.
- (8) To maintain accurate training records for Health and Safety Training for all staff, researching courses and booking when required.

Social Media

- (9) To provide support to Social Media and Communications Officer and update the Town Council's social media platforms, creating and uploading content, monitoring and responding to external postings.

General

- (10) To undertake any training and development to meet the needs of the organisation.
- (11) To recognise and be aware of the requirements of the Health and Safety at Work Act as well as Fire and Safety regulations and ensure that these are observed and regularly carried out.
- (12) To carry out any other duties that may be allocated from time to time which fall reasonably within the scope and grade of the post.