



Thatcham Town Council Job Description

JOB TITLE	Events Officer Part time – 30 hours per week [work pattern negotiable]																
SALARY	Pay Scale LC1 SCP 13 – 17, commencing £26,873 pro rata per annum [£21,788 actual]																
RESPONSIBLE TO	Events Manager																
PRINCIPLE DUTIES	To work collaboratively with the Events Manager and fellow Events Officer to deliver an exciting and engaging programme of civic and community events throughout the year.																
LOCATION	Brownsfield Road, Thatcham, RG18 3HF																
INTRODUCTION	<p>Thatcham Town Council organises a number of small and medium scale community and civic events throughout the year, from fun and entertaining events and arts activity, such as Thatcham Family Fun Day and Thatcham Festival, to more formal and dignified events such as the Remembrance Day Parade.</p> <p>The Events Officer will play a crucial role in supporting the Events Manager with the events programme, from pre-planning to delivery on the day, and evaluation afterwards.</p> <p>A flexible approach is essential for this role, especially during peak event periods, as many events take place during evenings or weekends, as well as evening meetings, as required.</p> <p>Events for 2024:</p> <table><tr><td>Thursday 6th June</td><td>D-Day 80th Anniversary</td></tr><tr><td>Sunday 30th June</td><td>Thatcham Family Fun Day</td></tr><tr><td>Thursday 26th August</td><td>Kids Fest - Town Centre Fun Day</td></tr><tr><td>11th - 20th October</td><td>Thatcham Festival</td></tr><tr><td>Sunday 10th November</td><td>Remembrance Parade</td></tr><tr><td>Friday 6th December</td><td>Warming Up For Christmas, lights switch-on</td></tr><tr><td>Saturday 7th December</td><td>Warming Up For Christmas, market</td></tr><tr><td>Sunday 8th December</td><td>Civic Carol Service</td></tr></table> <p>Thatcham Town Council embraces collaboration across all staff and many tasks will involve close teamwork with colleagues.</p>	Thursday 6 th June	D-Day 80 th Anniversary	Sunday 30 th June	Thatcham Family Fun Day	Thursday 26 th August	Kids Fest - Town Centre Fun Day	11 th - 20 th October	Thatcham Festival	Sunday 10 th November	Remembrance Parade	Friday 6 th December	Warming Up For Christmas, lights switch-on	Saturday 7 th December	Warming Up For Christmas, market	Sunday 8 th December	Civic Carol Service
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KEY DUTIES

Community & Civic Events

Collaborate with the Events Manager and fellow Events Officer in the planning and execution of small and medium scale community and civic events.

Tasks will include, but not limited to:

- Managing specific elements of larger events, as well as the entirety of some smaller stand-alone events (for example: Kids Fest / Civic Carol Service)
- Actively participate in on-site event management, ensuring smooth operations and a positive experience for attendees
- Actively assist in the development of creative event concepts, themes and entertainment ideas
- Identify and co-ordinate the integration of communities and partners into events
- Liaise with vendors, suppliers and community stakeholders to ensure successful event partnerships, seeking best value at all times
- Contribute to post-event evaluations and feedback processes for continual improvement
- Maintain accurate records and databases related to events

Support the Civic Officer with organisation and delivery of Mayoral fundraising and adhoc events and activities

Collaborate with colleagues to develop ideas that promote the town centre economy and deliver resulting one-off / special events and activities

Attend meetings of the Events Committee and Events Working Party, as necessary

Public Relations / Communication

Run engaging marketing and promotional campaigns via a multitude of media, to engage all areas of the community

Facilitate recording and live-streaming of events and activities

Health & Safety

Write and review Risk Assessments for events and activities

On the day of events, conduct Health & Safety inspections and dynamic risk assessments, addressing actions as necessary

Alert the Events Manager of any actions identified and action taken

General

Support Senior Managers and colleagues as needed

Undertake training as required and to support personal development

Such other duties as the Town Council may require from time to time

**BUDGETARY /
FINANCIAL
RESPONSIBILITY**

Management of elements of predetermined budgets for each event.

**KEY CONTACTS
AND
RELATIONSHIPS**

Thatcham Town Council Officers and Elected Members
West Berkshire Council Officers
Local Dignitaries
Volunteers
Members of the public
Contractors and Suppliers
Community Organisations
Local Media
Businesses
Grant funders and Sponsors

Thatcham Town Council is an equal opportunity employer and encourages candidates from diverse backgrounds to apply.

May 2024