

Events Officer

Within the salary range SCP LC1 13-17 (£11.97 - £12.97 per hour) depending on experience and qualifications

Hours of Work: 30-hour week

Days of Work: Monday to Friday (times to be determined) with some evenings, early mornings, weekend work required as the job demands - (time off in lieu applies).

Responsible to: Town Clerk

We are looking for someone who can:

- organise and market events by sharing information with residents, businesses, visitors and the media.
- raise the profile of Harleston Town Council's work, events, services, and projects, and to market the facilities of the Town Council and its community partners.

Key Responsibilities

Plan, market and manage community events, using the Market Place and other Town Council facilities.

- to ensure all events adhere to the policies and standards stipulated by the Town Council
- to promote and market the facilities available for hire by the Town Council
- to develop proactive marketing communication plans using digital and social media platforms.
- to update and maintain the Visit Harleston website and social media accounts.

The successful candidate should:

Essential

- have excellent proven communication, marketing, and interpersonal skills, both verbal and written.
- have excellent IT skills (Word, Email, Excel) including experience of working with a wide range of social media platforms (Instagram, Facebook) and marketing tools.
- have excellent attention to detail.
- be very organised.
- be proactive.
- be professional at all times.

- be able to work using their own initiative, manage their own time and able to set work and time scale priorities.
- have a flexible approach to duties and working hours.
- have an open and approachable manner.
- be able to work collaboratively within a small team environment, helping as required.

Desirable

- experience of using Wordpress (training can be provided)
- knowledge of, or a background in, local government and/or event management and marketing
- experience of working within budgets and preparing financial and written reports
- experience of obtaining grant funding and sponsorship

To apply for this position, please send a detailed c.v. and cover letter to the Town Clerk - Clare Crane by email at clerk@harleston-tc.gov.uk

The cover letter should contain specific detail of how you believe you can fulfil the requirements of this role.

For the right applicant, interviews may take place before the application deadline of Monday 4th October 2023.