



## **JOB DESCRIPTION**

Job Title	Community Liaison and Events Officer
Reporting to	The Town Clerk
Salary	LC2 SCP 18-24 (20 hrs a week).
Location	Office based - Wimborne Minster Town Council Offices, 37 West Borough, Wimborne Minster BH21 1LT

### **Job Summary**

- To act as the Council's civic officer and be responsible for coordinating and implementing civic protocol, functions and ceremonies.
- To provide administrative and practical support to the Town Mayor and Deputy Town Mayor.
- Manage all Council events to ensure they comply with budget, licencing, and health and safety requirements.
- To act as Council's liaison officer with all stakeholders, identify and share funding streams, and manage Council events, civic functions/ceremonies and projects as directed by Council and the Town Clerk.
- To improve Council's website in partnership with the Office Manager and manage Council's social media pages, keeping them up to date and relevant.
- To support and deliver consultation and engagement exercises with the community of Wimborne as directed by Council and the Town Clerk.

### **Main duties and responsibilities**

#### **A. Civic role**

1. To provide the Town Mayor and Deputy Town Mayor with civic event and administrative support (including planning and diary management, travel arrangements, preparation of speeches and briefing documents) and liaise with organisations that request the attendance of a Council representative at an event, and to organise and attend any events representing the Council and the area of Wimborne Minster, in line with Council's Civic Protocol.
2. To liaise with the Town Mayor's chosen charities on the Town Mayor's behalf.
3. To oversee Council's Civic Protocol is implemented, met and upheld in terms of managing civic events including liaison with the Town Crier, Twinning Associations, Town 'Freeman' and any other person or organisations involved in any civic event.
4. To update the Council Chamber's honours board and mayoral photos as required and ensure that arrangements are made to photograph Council activities and events.

5. To write and publish with the approval of the Town Clerk press releases and communications/publicity relating to Council civic events and activities.

#### B. Events

6. To liaise with stakeholders and devise, plan, publicise and deliver a programme of safe and successful public events within budget that benefit the people of Wimborne Minster, as directed by the Town Clerk and Council and ensure that appropriate copies of adequate insurance, risk assessments, licences, road closures and other relevant permissions / authority and health and safety compliance are recorded in a timely manner.
7. Attend the Events and Community Liaison Sub Committee once constituted and support the Town Clerk/Deputy Town Clerk in the preparation of reports and delivery of actions.
8. Act as a community fundraiser by identifying and sharing funding stream opportunities with Council and stakeholders.
9. To develop a social media presence for the Council, and work closely with Stakeholders and the Town Clerk/Deputy Clerk and Office Manager to proactively promote the activities of the Council via Council's website and social media platforms.
10. To manage any projects as directed by the Town Clerk within budget and report back to the relevant committee as directed by the Town Clerk.

#### C. Public Relations

11. To work with the Community Liaison and Events Committee (once constituted) to facilitate two-way communication with residents and organisations via meetings, notice boards, newsletters, electronic technology, councillor surgeries, resident surveys, etc. to understand residents' and organisations' opinions and expectations of Council.
12. To undertake community engagement processes within budget as directed by Full Council and the Community Liaison and Events Committee including partnership working and reporting back to the Community Liaison and Events Committee.
13. To actively manage Council's social media and website platforms to promote the public face of the Council.
14. To research and deliver recommendations in relation to the opportunity of co-ordinating and delivering a parish newsletter (including content type, distribution, advertisements and advertisers) relevant to the community Council serves.
15. Actively promote and protect Council's 'brand' image by utilising advertising and promotional campaigns/activities internally and externally with partners.

#### D. General duties

16. To establish and maintain good working relationships with Councillors, employees, voluntary groups, churches, community organisations, local authorities and other relevant agencies with whom contact may be made.
17. To resolve and respond to customer service queries, correspondence and requests for information in a prompt, courteous and informative manner.
18. To assist in managing wedding ceremonies at the Town Hall.
19. Take reasonable care of your own health and safety and co-operate with the Town Clerk and other managers, so far as is necessary, to enable compliance with the Council's health and safety rules and legislative requirements.
20. Attend training courses in accordance with identified training requirements.
21. To carry out other appropriate duties as may be required from time to time.

*This job description will be reviewed annually via Council's Performance Management Policy process.*

[end]