

JOB DESCRIPTION

- Post Title:** Events Assistant.
- Salary Grade:** National Agreement on Salaries and Conditions of Service of Local Council Clerks in England and Wales), LC1 (spinal column points 9-12).
- Responsible to:** The Parish Council.
- Responsible for:** Providing assistance to the Clerk, Deputy Clerk, Community Centre/Bar manager and Sports and Recreation Officer.
- Job Purpose:** To co-ordinate and promote events, manage bookings, deputise as Bar Manager and provide support during the School Holiday Programme sessions.
- Workbase:** Armthorpe Community Centre, Welfare Park, Church Street, Armthorpe, Doncaster, DN3 3AG.

Main Duties and Responsibilities

- Supporting the Clerk and Deputy Clerk with the arrangement of events.
- Supporting the Deputy Clerk with dealing with booking enquiries.
- Manage bookings in the absence of the Deputy Clerk.
- Co-ordinating the weekly tea dance session.
- Supporting the Sports and Recreation Officer during the school holiday provision.
- Designing the promotional materials for all events.
- Promoting Parish Council events and facilities via social media, parish noticeboards and website.
- Supporting the Bar Manager at events (private and council).
- Managing the bar in the absence of the Bar Manager.
- Preparation of food for the small Council events.
- Setting up and clearing down of Parish Council events.

- Maintenance of event schedules and ensuring all deadlines are met.
- Ensure compliance with Health and Safety regulations for events are met.
- Sourcing and working with vendors to provide services for Parish Council events.
- Preparing risk assessments for Parish Council events.
- Preparation and submission of Temporary Events Notices to Doncaster Council.
- Handling event related enquiries and troubleshoot issues.
- Attending Events Committee meetings.
- Dealing with queries from members of the public and external agencies.
- Carry out general administration duties.
- Undertaking appropriate training relating to personal development and the management of the Parish Council's affairs.

The postholder's duties must be carried out in compliance with all the Council's policies, Financial Regulations and Standing Orders, all statutory requirements, including the Health and Safety at Work Act 1974, and subsequent health and safety legislation.

These duties and responsibilities should be regarded as neither exhaustive nor exclusive, as the postholder may be required to undertake other reasonably determined duties and responsibilities, commensurate with the grading of the post, without changing the general character of the post.