

## **STOTFOLD TOWN COUNCIL**

### **COMMUNITY ENGAGEMENT OFFICER**

#### **JOB DESCRIPTION AND PERSON SPECIFICATION**

Reports to:	Deputy Clerk
Hours:	37 hours per week
Salary	£30,518 – £34,434 (scale 16-23)
Workplace:	Greenacre Centre, Valerian Way, Stotfold SG5 4HG Hybrid working after probation period.
Days:	Monday – Friday with some evening and weekend work
Car use:	Casual user
Annual leave:	25 days, plus 2 concessionary days, rising to 30 days after 5 years' service.

#### **Purpose of Role:**

- Plan and deliver the Council's annual events programme, including writing event plans, managing timelines, coordinating logistics, and ensuring all events comply with legislation.
- Build strong relationships with community groups, residents, and local businesses.
- Support the Community Engagement Committee by preparing reports and attending meetings to brief councillors.

#### **Duties and Responsibilities**

##### **Event Management**

1. Plan, organise and execute a diverse range of community and civic events and activities in line with the Council's strategic plan and community engagement policy.
2. Collaborate with Members, community organisations and stakeholders' businesses to identify event opportunities, secure venues, sponsors, vendors, and co-ordinate logistics.
3. Develop event concepts, themes and programmes that appeal to a diverse audience and reflect the unique characteristics and interests of the community.
4. Create event budgets, timelines and work plans and oversee budgets to ensure that they are delivered within budget and meet financial targets.
5. Co-ordinate event promotion and marketing efforts.
6. Recruit, train and supervise event volunteers, and staff to support event set up, operation and breakdown.
7. Ensure all relevant permits, licences, regulations, and safety standards are adhered to including event management plans and risk assessments.
8. Monitor and evaluate the success of events, gather feedback from participants, sponsors and stakeholders and make recommendations for improvement.
9. Maintain accurate records, documentation and reporting relating to event planning, budgeting, and outcomes.

10. Represent the town council at community events, meetings, and functions to promote engagement and foster positive relationships within the community.
11. Support the Community Engagement committee, conducting research, compiling reports, and attending the meetings.

### **Community Engagement**

1. Build strong, proactive relationships with community groups, voluntary organisations, residents, and local businesses.
2. Develop and maintain local networks to support collaboration, information sharing, and community-led initiatives.
3. Act as a visible and accessible link between the Council and the wider community, ensuring open two-way communication.
4. Engage local businesses by coordinating outreach, sharing relevant opportunities, and helping them take part in Council events and consultations.
5. Facilitate partnerships that bring together stakeholders to enhance the overall community experience.
6. Work with residents and businesses to promote the Town Council's sponsorship package.

### **Other Responsibilities**

1. Acting as a representative of the Council as required, including attending meetings with key stakeholders, positively promoting the council within the local community and being one of the Council's public-facing contacts.
2. To contribute to the Town Council's priorities on climate change by considering and limiting the carbon impact of activities during the course of your work, wherever possible.
3. To work in a way that does not divulge personal and/or confidential information and follow the council's policies and procedures in relation to data protection and security of information.
4. Promoting equality, diversity, and inclusion and being aware of your own actions and those of others. All employees are responsible for eliminating unfair and unlawful discrimination in everything that they do.
5. Attending training courses and seminars that support the role, and that contribute to personal and professional development.
6. Keeping updated records of time, annual leave, and travel, and mileage reclaims.
7. Performing any other relevant duties which may be assigned from time to time by the Council.

## Community Engagement Officer

### Person Specification

Attainments	Competency	Essential	Desirable
<b>Qualifications</b>	Minimum 3 GCSEs A-C grade or equivalent based upon currently competency	✓	
	NVQ Level III or relevant industry qualification/experience in an appropriate subject such as Event Management, Communications and Marketing		✓
	First aid qualification		✓
<b>Knowledge and Skills</b>	Practical experience of event planning and management	✓	
	Experience of developing and implementing event plans and risk assessments	✓	
	General knowledge of the public sector, local government, and committee structures		✓
	Experience of working in a team to deliver on projects	✓	
	Ability to work independently and prioritise workload to meet timescales and deadlines	✓	
	Excellent organisational skills including the ability to manage multiple tasks	✓	
	Knowledge of event safety including public liability, health and safety, risk assessments and public safety	✓	
	Experience of using graphics and design programme to develop promotional materials/graphics/videos		✓
	Experience of supervising a team/individual as part of running an event/activity		✓
	Experience of preparing and working to budgets		✓
	Demonstrate an understanding of the local area and audiences		✓
	An understanding of GDPR regulations	✓	
	Understanding of procedures, systems, and the legal framework in which the town council operates		✓
<b>Personal qualities and attributes</b>	Ability to work with all sectors of the community, town councillors, stakeholders, and dignitaries	✓	
	Enthusiastic and willing to adapt to change	✓	
	Remain calm under pressure	✓	
	Professional and courteous manner	✓	

	Flexible, proactive, and hands on approach to tasks.	✓	
	Ability to work occasional evenings and weekends for meetings and events	✓	
	Access to vehicle	✓	