



EVENTS OFFICER

(Maternity Cover)

Recruitment Pack

JANUARY 2024



Knutsford Town Council

Town Clerk: Adam Keppel-Green

Council Offices, Toft Road, Knutsford, Cheshire, WA16 6TA

01565 653929 www.knutsfordtowncouncil.gov.uk

townclerk@knutsfordtowncouncil.gov.uk



Dear Applicant,

Thank you for your interest in applying for the role of Events Officer (Maternity Cover)

This pack is designed to give you more information about the role and our organisation. We encourage all potential applicants to read this pack and hope it answers any questions you may have.

Please note that we only accept applications using our application form; this is tailored to each role and aims to ensure we get all the information from you that we need to be able to shortlist for interview. Our shortlisting panel will only consider the information on the application form and will not read CVs or covering letters – so please ensure that the form contains all the information about you that you want to get across.

Completed application forms should be sent via email to:

townclerk@knutsfordtowncouncil.gov.uk

by 12 noon on Wednesday 14th February 2024

I will always acknowledge receipt of an application so if you do not hear from me within 48 hours please give me a call.

If you would like an informal discussion about the role and our organisation, or if you have any other questions to help you decide if we are the right fit for you please contact me on 01565 653 929 or 07896 669 042 or by email at the address above.

I look forward to reading your application.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'A Keppel'.

Adam Keppel-Green

Town Clerk

CONTENTS

About Knutsford Town Council	4
About the Events Officer Role	5
Working for Knutsford Town Council	7
Job Description	8
Person Specification	9
Organisational Structure	10
Principal Terms of Employment	11
Selection Process	12



LOCAL COUNCIL
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ABOUT US

Established in 1974, the town council is the most local level of government for the town of Knutsford. Over the last ten years we have grown considerably, taking on new responsibilities and delivering a larger range of services all with the aim of making Knutsford a better place to live, work and visit. In 2023, we adopted a new 10-year strategy setting out ambitious plans for the next decade through which we'll be working to support the town centre, promote active travel, protect the town's heritage, improve open spaces and the environment, develop a strong community and ensuring access to services and facilities for the town.

The council comprises 15 elected councillors and a team of officers led by the Town Clerk. We are accredited as a 'Quality Gold' council in the national local council award scheme – one of only a handful in Cheshire.

We deliver a diverse range of services for the community. We run Knutsford Market Hall and two allotment sites, we provide 'platinum' quality public toilets and own small open spaces such as Wallwood on King Street and Higher Town Green on Chelford Road. We also manage the green flag award winning Knutsford Cemetery.

We run a programme of community events which include a two-day Christmas Market and lights switch on, Knutsford Music Festival and the Pumpkin Path. The council also operates the Taste Knutsford tours and supports local businesses and a strong town centre through our Town Centre Management service.

Through the office of the Mayor of Knutsford we provide civic leadership and raise funds for local charities and good causes with an annual programme of fundraising events which include a charity ball.

Our Town Ranger is something of a local celebrity and tackles all the odd jobs that need doing to keep the town looking great and on top of all this we undertake numerous small projects to make Knutsford more special; from installing communicative blue plaques and floral displays to supporting community organisations and representing the Town with external partners.

This is just a snapshot of what we do (and our website has loads more detail about all this)



but we are proud to call ourselves a proactive council where the councillors and officers work cohesively together to deliver for Knutsford.

OUR VALUES

We think it is important to set out the values that guide our work and shape our culture.

These reflect our ambitions to be a leading town council at the forefront of local government and as someone who is considering joining our team we want you to subscribe to these values.

- We work to make Knutsford a better place to live, work, visit and do business
- We are committed to openness, transparency and strong democratic engagement
- We set out to be community leaders and serve as the voice of Knutsford
- We deliver high-quality services which represent value for money and efficient use of our share of council tax funds
- We work collaboratively to strengthen the whole Knutsford community
- We ensure our staff feel valued and empowered

ABOUT THE ROLE

Our Events Manager will be going on Maternity Leave in February and our existing Events Officer will be covering this position. We are seeking a cover Events Officer to provide additional resource in this small events team. This is a temporary appointment for a period of 8-12 months (dependent on when our permanent employee decides to return to work)

As Events Officer, you'll work across the range of our community events. You'll be jumping straight in with helping to plan the Knutsford Music Festival, a community fun day and then Pumpkin Path and our Christmas events!

You'll also be involved in developing new or one-off events as part of our strategic objectives to run events which promote footfall to the town centre, bring the community together and/or celebrate the town's heritage.

WORKING FOR THE TOWN COUNCIL

We recognise that our biggest asset is our staff, and we are committed to getting the best from you by providing access to appropriate training and development throughout your employment with us.

You will work as part of a small supportive team in the Council Offices in a shared office with your colleagues. The Town Clerk has an open-door policy, and both welcomes and encourages the whole team coming to him at any point during the day for support and guidance. You will receive a monthly appraisal meeting which will be focused on employee development and problem solving.

We provide an Employee Assistance Programme to give our staff additional support. This provides you (and your partner and any children aged 16-24 in full time education living in your household) access to a 24-hour confidential support helpline for a range of issues including stress and anxiety, bereavement, financial wellbeing, consumer rights and relationship support. It also provides access to formal counselling which can include CBT.

As a thank you for your hard work the council provides a subsidised meal for staff at a local restaurant each Christmas and the council will also look to provide team building activities at appropriate times to foster strong bonds within the office and wider council team. Staff can also enter a draw each year to win tickets for the RHS Tatton flower show.

The council operates a flexible working policy to ensure staff do not work more for more hours than they are paid; this allows staff (with agreement of their manager) to build a credit or debit balance of two working days to be carried over at the end of each month. We also have a homeworking policy which enables staff to work from home for 1 or 2 days per week.

We subscribe to the National Agreement on Pay and Conditions of Service for Local Government Employees, providing enhanced terms of employment.

We will reimburse out of pocket costs (with advance manager approval) and mileage at 45p per mile when driving on council business and will also provide reimbursement for lunch/dinner when working at events away from the office.

JOB DESCRIPTION

- 1) To deliver, manage and attend the council's programme of community events under the direction of the Events Manager
- 2) To ensure all insurance, health and safety and licensing obligations are adhered to and that risk management procedures are in place and followed
- 3) To ensure events are delivered within budget and that all procurement requirements are followed
- 4) To recruit and manage volunteers to support council event delivery as required
- 5) To prepare reports for and attend meetings as may be required.
- 6) To support the delivery of/attend civic and mayoral events as required.
- 7) To undertake training and professional development relevant to the role of Events Officer as required
- 8) To undertake any other duties commensurate with the level of the post as may be required.

PERSON SPECIFICATION

The person specification is how we work out if you are the right person for the job. The criteria in the essential column are prerequisites for the job and you are unlikely to get an interview if you cannot demonstrate these. The desirable criteria help make candidates stand out, but we will provide full training and development in these areas if required. The criteria are assessed through the application form to shortlist for interview and at the interview itself.

EDUCATION AND TRAINING

- GCSE/O Level (or equivalent) at C or above in English and Mathematics (E)
- Educated to A-Level (or equivalent) or higher (D)

SKILLS AND KNOWLEDGE

- Strong IT skills (E)
- Excellent written and verbal communication skills (E)
- Ability to design promotional leaflets, posters and graphics (E)
- Ability to develop good working relationships with partners (E)
- Knowledge of Knutsford and the Town Council (D)

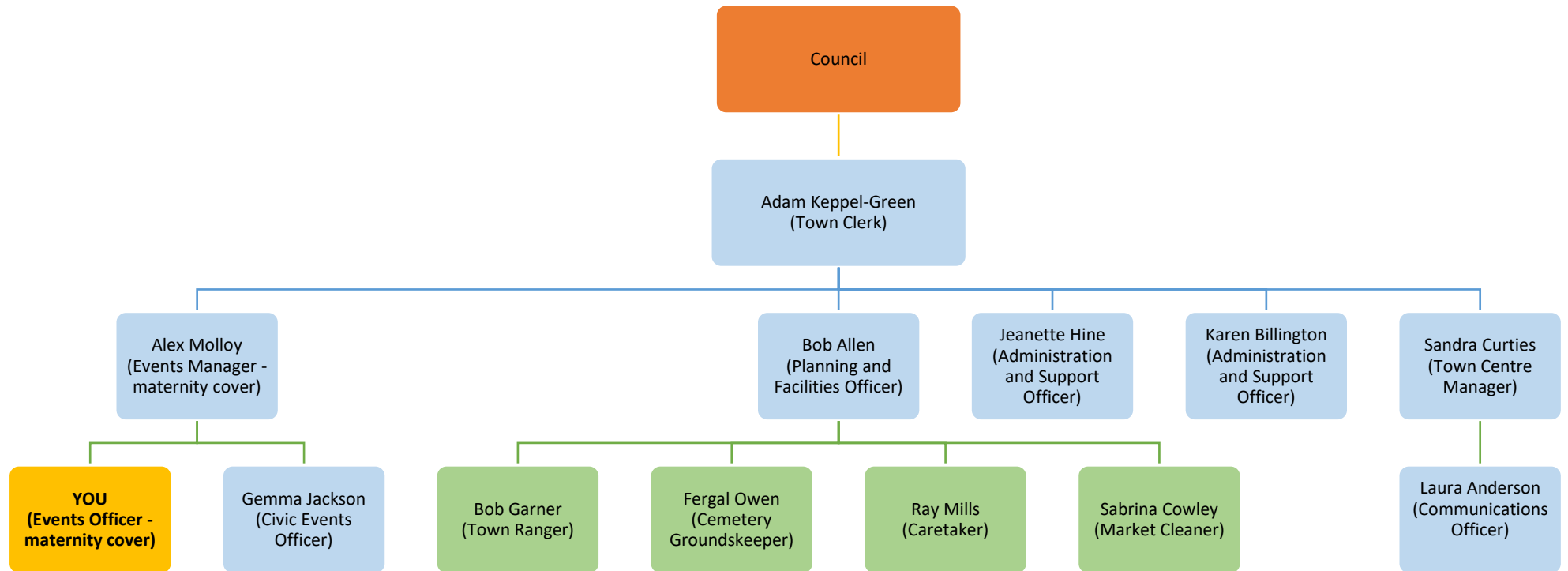
EXPERIENCE

- Experience organising a diverse range of events (E)
- Experience using social media platforms for marketing (E)
- Experience managing an event budget (D)
- Experience using Microsoft Publisher or Canva (D)
- Experience using Wordpress (D)

PERSONAL ATTRIBUTES

- A flexible, enthusiastic and proactive approach to work (E)
- Creative and able to turn an event idea into a reality (E)
- Ability to work evenings and weekends as required (E)
- Ability to keep calm and measured, particularly whilst delivering events (E)
- Ability to manage a varied workload and plan multiple events at once (E)
- Value the importance of community and the work of the town council (E)

ORGANISATIONAL REPORTING STRUCTURE



You will be part of an office team of nine and a wider staff team of thirteen.

PRINCIPAL TERMS OF EMPLOYMENT

The detailed terms of employment will be confirmed in a written contract which will be issued on your first day of employment.

JOB TITLE

Events Officer (Maternity Cover)

There will be a need to work occasional evenings and weekends to support council events. You will take this time back through our flexible working policy.

SALARY

You will be paid a salary of £12,657 per annum, equivalent to a full-time salary of £29,269 (£15.21 per hour).

SICKNESS

The council operates a council sick pay scheme that provides full pay during sickness absence for a set period of time which increases with length of service.

LOCATION

You will work from the Town Council Offices on Toft Road in Knutsford.

PENSION

You will be enrolled in the Cheshire Local Government Pension Fund, a career average defined benefits scheme.

HOLIDAY

You will receive 33 days paid annual leave, including all bank and public holidays (pro-rata).

PROBATION PERIOD

New starters are subject to a six-month probation period.

HOURS OF WORK

This is a part time role for 16 hours per week.

We will agree a working pattern with you and the hours could be spread over anywhere between two and five days.



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SELECTION PROCESS AND INTERVIEWS

The closing date for applications is Friday 14th February at noon.

A shortlisting panel comprising the Town Clerk, Events Manager and two councillors from our Personnel Committee will then review each application and score it based on how well you meet the essential and desirable attributes on the person specification.

We will only use the information contained in the application form and will not consider supplementary information in CVs/covering letters.

We aim to shortlist around 6-8 candidates for interview in the final two weeks of February.

Interviews will be held with the Town Clerk and two councillors. The interview will comprise a series of questions designed to help us get to know you and build upon your application to assess your suitability for the role.



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