

Job Description Events Officer

Job Summary

Warminster Town Council has a growing reputation for organising quality events that attract thousands of people from within and outside the town. The Events Officer will be responsible for the comprehensive management of the main town council events, ensuring they are successful, safe, and engaging for the community. The ideal candidate will have a proven track record in event management, a strong understanding of health and safety regulations, and exceptional organisational skills.

Key Responsibilities:

- **Event Planning and Coordination:**
 - Lead on delivery on the calendar of town council events, including the four seasonal markets, Spring in the Park and Icecream and Bubbles
 - Coordinate all logistical aspects of events
 - Liaise with stakeholders, including local businesses, community groups, sponsors, and volunteers.
- **Health and Safety Management:**
 - Ensure all events comply with health and safety regulations and standards.
 - Conduct risk assessments and implement appropriate safety measures.
 - Prepare and maintain health and safety documentation, including emergency plans.
 - Evaluate Risk Assessments and other documentation submitted by third parties
- **Budget and Financial Management:**
 - Track expenses and revenues, providing regular financial reports to the Town Clerk.
- **Marketing and Promotion**
 - Work with the council's communication officer to promote the event.
- **On-Site Event Management:**
 - Oversee the setup, execution, and breakdown of events, ensuring everything runs smoothly and according to plan.
 - Address any issues that arise during events promptly and effectively.
- **Post-Event Evaluation:**
 - Collect and analyse feedback from participants, vendors, and stakeholders.
 - Prepare detailed post-event reports, highlighting successes and areas for improvement.

- **Core Events:**
 - Spring, Summer, Autumn and Christmas Markets
 - Spring in the Park
 - Ice cream and Bubbles
 - Pumpkins in the Park
 - Christmas Lights Switch on

In addition, you may be required to help with other town council events or events run in partnership with the town council or other duties as required.

Personal Qualities:

- **Experience:**
 - Proven experience in planning and organising a variety of events.
 - Experience in managing health and safety at events, including conducting risk assessments and ensuring compliance with regulations.
- **Skills:**
 - Strong organisational and project management skills.
 - Excellent communication and interpersonal skills.
 - Ability to work under pressure and manage multiple tasks simultaneously.
- **Qualifications:**
 - A relevant qualification in event management, hospitality, or a related field is desirable but not essential.
- **Personal Attributes:**
 - Enthusiastic and creative
 - Detail-oriented with a proactive approach to problem-solving.
 - Flexible and adaptable, willing to work evenings and weekends as required.

Other Information

This is a fixed term contract for a year starting in March 2025 and finishing in March 2026. This is a new post, and it is envisaged that if successful it will continue beyond this end date.

The hours of work will be 20 hours a week, Tuesday to Friday, 9:30am to 3:00pm, with a 30 minute (unpaid) lunch break. You will be based mainly at the Warminster Hub Building with some work in Warminster Civic Centre. Hours may vary according to the demands of the job, some weekends and Bank Holidays

We offer a friendly and supportive team, a competitive wage, and an excellent opportunity for skill development. You'll enjoy a rewarding role with sociable hours.

Probationary period 3 months.