



PARISH COUNCIL OF WARSOP

JOB DESCRIPTION – EVENTS & LIAISON CO-ORDINATOR

Location – Warsop Town Hall (office based)

Type of Employment: Permanent Part-Time, 18 hours per week, to include regular weekend events)

Salary - NJC SCP 13-17 equivalent to £14.60-15.55 per hour

Overall Responsibilities

To support the council by identifying, organising and co-ordinating agreed events in Warsop Parish and ensuring these meet Health & Safety and budget specifications.

Liaison with local businesses and stakeholders to identify opportunities for the Parish Council to support local initiatives.

Responsibility for the production of Warsop Parish News and contribute to development and updating of the Warsop Parish Council website.

To work alongside the Proper Officer to deal with enquiries from councillors and members of the public, and to provide support for Parish Council functions in their absence.

To carry out these duties with minimal supervision, and to report progress back to the Proper Officer and council.

Specific Responsibilities:

- Support the production of the annual Business Plan working with the Proper Officer and Council.
- Working with the Parish Council Business Plan and public feedback, which meet Parish needs. And identifying ad hoc events.
- To agree a budget with the Proper Officer and the Council, and to ensure all events are properly costed and delivered within budget.
- Organisation and delivery of agreed events to best practice and involving local groups/schools etc where appropriate.
- To deliver a report to Full Council meetings on progress against objectives and budget in a written report.
- Liaison with the District Council to ensure that a Safety Management Plan is in place for all major events, and signed off in advance of the event. This will include ensuring Health & Safety Risk assessments are in place, proper personnel employed including but not limited to security and First Aiders, adequate numbers of volunteers in place and insurance conditions met.
- Risk assess all events irrespective of perceived size.
- Responsible for ensuring all events meet Health and Safety and Event Management requirements. Major events to be signed off by full council or a duly delegated committee.

- To be present during all organised major events to coordinate the Event Management Plan, deal with issues and ensure all volunteers and personnel are properly briefed.
- To obtain feedback after all major events from relevant stakeholders.
- To keep a record of volunteers who have assisted with events for insurance purposes, and ensure they receive a formal thank you for their help.
- To provide a written report for council after all major events including any issues, feedback, costs and recommendations.
- To ensure all event invoices are correctly recorded in the council's finance software and submitted to council for approval and paid within agreed timescales.
- Setting of Warsop Parish News deadlines as agreed by full council for submission, printing and delivery dependent on the number of issues agreed in the Business Plan (no more than four per annum).
- Ensuring Warsop Parish News is produced within agreed budgets and any VAT recorded appropriately.
- Liaison with local businesses and groups to obtain advert revenue including the creation of adverts as needed. (IT training to be provided.)
- Liaison with local groups/ schools/ stakeholders to ensure content reflects activity within the whole of Warsop Parish.
- To encourage Parish Councillors to contribute regularly to Warsop Parish News and to share good news stories and local issues.
- To work with Vibrant Warsop with regard to their pullout with regard to invoicing and timescales.
- To monitor deliveries after the final delivery date, and report any issues to the clerk.
- To work with the Proper Officer and an agreed developer to design a new webpage for Warsop Parish Council.
- To work with the Proper Officer to keep the website up to date and ensure it fully reflects the activities of the Parish Council and its councillors.
- To act as a representative of the Council as required, including dealing with members of the public.
- To attend the appraisals process and be responsible for personal development.
- Ensure time sheets and holidays or planned absences are recorded and approved by the line manager.
- Carry out such other reasonable responsibilities and functions as required by the Parish Council.

Responsible to:

The Proper Officer and Responsible Finance Officer of Warsop Parish Council (the Clerk) and reporting to Warsop Parish Council.

Person Specification: Events and Liaison Coordinator

Competencies	Essential/Desirable
Skills and abilities	
Strong organisational and planning skills to create and coordinate local events and produce a quarterly newspaper.	E
Excellent communication and interpersonal skills to build relationships with local businesses, stakeholders, and the community.	E
Ability to manage multiple projects simultaneously and meet deadlines.	E
High level of responsiveness and adaptability to changing circumstances.	E
Strong problem-solving skills with the ability to think creatively and proactively.	E
Experience and Knowledge	
Knowledge of community engagement and/or working with local businesses.	E
Experience in content creation, editing, or publication of print or digital materials.	D
Experience in event planning, coordination, or project management.	D
IT and Technical Skills	
Proficiency in Microsoft Office (Word, Excel, Outlook).	E
Competency in using publishing software	D
Ability to use social media platforms for promotional activities.	D
Able to create and/or manage a Parish Council website	D
Personal Attributes	
Highly organised and detail-oriented.	E
Confident and professional approach to liaising with stakeholders.	E
Self-motivated with the ability to work independently and as part of a team.	E
Flexible and able to adapt to the demands of the role.	E
Enthusiastic and passionate about Warsop Parish and community engagement.	E

Additional Criteria	
Experience in producing or managing a local publication.	D
Experience in website management.	D
Familiarity with budget management for events	D