



BLANDFORD FORUM TOWN COUNCIL

JOB DESCRIPTION

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Section 1	GENERAL INFORMATION
Item	Information
Job Title	Events / Mayor's Assistant
Salary Range	SCP 15 - 20 £30,024 - £32,597 (pro rata)
Hours of Work	20 hours per week as per contract Monday to Friday 9:00am to 1:00pm Occasional evening/weekend hours for events
Location	Town Clerk's Office Church Lane Blandford Forum DT11 7AD
Line Manager's Name	Jon Goodenough
Line Manager's Job Title	Operations Manager

Section 2	JOB PROFILE
Item	Information
Main Purpose of Job	- To organise events (including civic and Mayoral events and events for the Town Hall / Corn Exchange). - To provide administrative and secretarial support to the Mayor of Blandford Forum. - To provide full administrative support to the Town Council for all aspects of its operations (administration, services, facilities, staffing and finance).
Reporting Relationships	Reports to: Operations Manager
Working Relationships	Has contact/direct working relationships with: Internal: All members of staff (specifically the Town Clerk, Operations Manager, Committee Clerk, Business Support Officer, Bookings Receptionist, Responsible Financial Officer and Market Manager) and Councillors, Mace Bearers and Town Criers. External: Tiers of local Government, surrounding town and parish councils, local organisations, Freemen, Military personnel, partnership groups and residents.
Work Context	To work alongside the office staff to ensure smooth and effective daily running of the Town Council.

Scope of Job/Levels of Responsibility

Decisions:

To report to the Operations Manager and cover fully for the Bookings Receptionist in their absence.

Resources:

To organise events the Town Council already holds on an annual basis and to introduce new events to Town Council venues on a regular basis.

To manage the Mayor's Diary, commitments, events and provide administrative support.

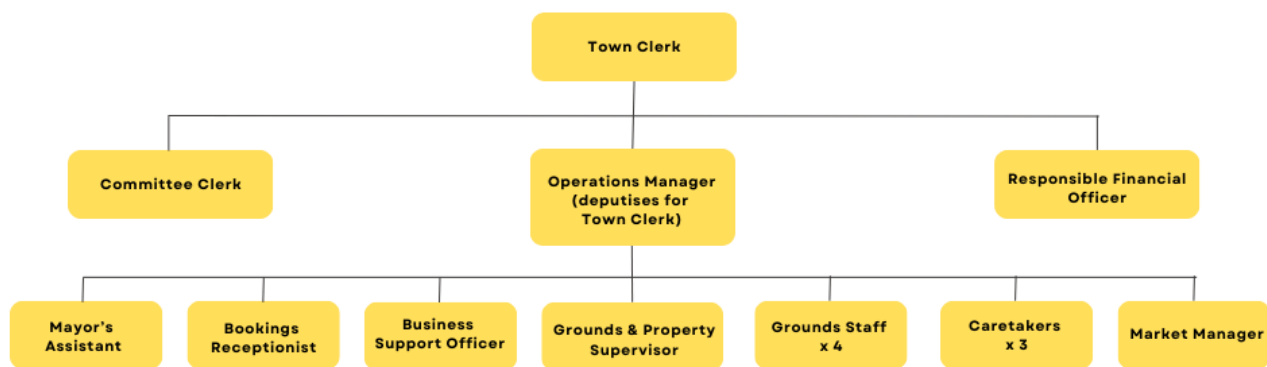
Financial:

To work within the budgets for administration, civic events and Mayoral Expenses.

Confidentiality:

To be able to operate in a discreet and professional manner and where necessary observe the confidentiality of Town Council business.

Organisational Structure



Main Duties & Key Responsibilities

Specific Responsibilities:

1. To continue the organisation of Town Council events (including, but not limited to, the Commonwealth Fly the Flag event, Community Expo, Armed Forces Expo, Mayor Making Ceremony, Mayor's Charity Evening, Remembrance events (as required by the Town Clerk), Twinning events, Skatefest, Mayor's Civic Day, Christmas Carol Service) (annual events).
2. To introduce and organise new events to the Town Council venues (Town Hall, Corn Exchange, Woodhouse Gardens and market area) on a regular basis.
3. To familiarise yourself with the AV system in the Corn Exchange, being able to explain and demonstrate it to hirers.
4. To manage the Mayor's Diary, commitments, events and provide administrative support.
To provide secretarial support to the Mayor (including receiving and responding to invitations and emails, sending out invitations for Blandford events, collating replies, preparing the civic diary reports to Town Council and uploading to the website, etc.) (regularly).
5. To provide administrative support to the office (including arranging meetings, collating replies, copying or other administrative duties by instruction) (regularly).
6. To liaise with the Town Criers and Mace Bearers (regularly).
7. To prepare allotment tenancy agreements and invoices using mail merge and Microsoft Excel (annually) and to support the Allotment Management Committee as and when required throughout the year.
8. To arrange wreaths for Remembrance Day, the Collingwood Memorial and Twin Towns (annually).
9. Remembrance Sunday administration – applying for the road closure, arranging for the marshalling company, booking first aid cover, sending invitations/collating replies, managing the wreath laying list, and helping to organise the event (annually).

10. To update the Town Council's deeds and documents (annually).
11. To manage databases for allotments, civic list and other matters (in Excel) in accordance with the General Data Protection Regulations (regularly).
12. Keeping the Councillors' Information Folders up to date (hard copies and on the website).
13. To ensure the geocache locations are up to date (occasionally).
14. To manage and create content for the Town Council's social media platforms and local publications, promoting events and community initiatives (regularly).
15. To keep the Town Council's website up to date with news, events, and relevant information (regularly).
16. Use creativity and design skills to produce attractive posters, leaflets, and digital materials that support Council activities and events (regularly).
17. The post holder will be expected to cover for the Bookings Receptionist during periods of absence, as required. This post includes answering the telephone, greeting visitors to the Town Council, making bookings for the venues, photocopying/filing, post and keeping the website up to date.

Overall Responsibilities:

- The post holder will be encouraged to undertake any relevant training courses.
- The post holder will be expected to act as a representative of the Council, as required.
- To undertake such other reasonable duties as may be required from time to time.

Working Conditions

Work Demands:

Probationary Period: Upon successful completion of a 6 month probationary period a permanent contract will be offered.

Physical Demands:

Occasional lifting of IT equipment, stationery orders, grocery shopping for civic events, helping to move chairs and tables with other staff, etc. Manual handling training is provided.

Working Conditions:

Evening/Weekend Events: The post holder will be required to attend occasional evening or weekend civic functions throughout the year.

Time-off in lieu is granted during the week to compensate for any additional hours worked. The time-off in lieu is to be agreed in advance with the Town Clerk, and is to be taken on a flexible basis subject to relevant workloads and deadlines (in line with the Employee Manual).

Holiday Entitlement: 23 days per year (pro rata/calculated in hours) plus all national Bank Holidays. Two of these days are to be taken over the Christmas/New Year period. In addition staff are entitled to 2 extra statutory days holiday and these should also be taken over the Christmas/New Year period. After 5 continuous years' service employees are entitled to an additional 5 days holiday per year.

Occupational Sick Pay Scheme: The Council operates an occupational sick pay scheme which supplements the Statutory Sick Pay Scheme. Full details of which will be made available to the successful applicant.

Pension Scheme: The post holder will automatically join the local authority contributory pension scheme operated by Dorset Council and is able to opt out.

Section 3	MANDATORY/STATUTORY ISSUES
Item	Information
Compliance with BFTC policies	BFTC has a number of policies that employees must comply with for example, Equal Opportunities, Health and Safety. The full range of information is contained in the BFTC Employee Manual which will be issued to the successful candidate upon taking up the post.
Health & Safety assessment of the role	a) Potential Hazards – visual display unit and workstation (including arm/wrist support, footrest, office chair) b) Level of Risks – low c) Action to be Taken – ensure assessments are carried out

Please read this Job Description in conjunction with the Person Specification.

Current events can be viewed on the following pages of the website:

<https://blandfordforum-tc.gov.uk/corn-exchange/events>

<https://blandfordforum-tc.gov.uk/category/whats-on>

To find out more about the work of the Town Council, please visit the Town Council's website: www.blandfordforum-tc.gov.uk and social media platforms (Facebook, Instagram, X and YouTube).