



BLANDFORD FORUM TOWN COUNCIL

Events / Mayor's Assistant

Blandford Forum Town Council has a vacancy for a dynamic and motivated Events / Mayor's Assistant who would like to be part of a small, hard-working and friendly team. This varied role within the council includes event organisation and management of the Mayor's Diary, commitments, events and the provision of administrative support. The role also includes a variety of administrative tasks for the allotments, supporting hirers using the newly refurbished Town Hall and Corn Exchange, liaising with honorarium postholders, local groups/organisations and Councillors.

Blandford Forum is a historic and rural market town with unique Georgian architecture. The Town Council is the parish authority for the town of Blandford Forum and has an estimated population of 10,400 with 4,800 households ([2021 Census](#)) and is 409 hectares in area. It is the third tier of government after parliament and Dorset Council. Its legal powers are granted to it and regulated by various government acts.

Blandford Forum Town Council was the first council in Dorset to be awarded with Quality Gold Council Status. The staff are committed to working to high standards and working closely with the community. The Town Council signed up to the Civility and Respect Pledge in October 2022, which is one of the ways a council can demonstrate that it is committed to standing up to poor behaviour across the sector, and to demonstrating positive changes which support civil and respectful conduct. To strengthen relationships between Councillors and staff, we arrange regular, relevant get-togethers and have most recently visited the Blandford Garrison and the Royal Signals Museum. In the past, we have visited the Palace of Westminster, the anaerobic digestion plant and the Hall & Woodhouse Brewery. We also undertake training sessions together and organised a counter terrorism event for Councillors and staff, along with local groups and organisations.

The Town Council's budget for 2025-2026 is £921,873 and it is responsible for a Grade I listed building, play areas, a skate park, recreation grounds, sports pavilions, the town's Cemetery/Chapel and various events throughout the year including the town's Acts of Remembrance. Staff and Councillors work closely with local groups and organisations to support the town and its residents.

Person Specification

Blandford Forum Town Council is looking for an organised and effective applicant who is used to working closely with members of the public, ideally with an understanding of local government. The individual will need to have excellent attention to detail and the ability to turn their hand to the variety and number of events they will be involved in.

Reporting to the Operations Manager, you will have a strong team ethic and a positive, can-do approach. You will be competent with IT programmes such as Microsoft Word, Outlook, Excel, Teams and WordPress, as well as Canva and social media platforms although training can be provided for these aspects of the role. With strong literacy skills and the ability to write clear and concise communications, you will be expected to work accurately within a regulated framework and timetable. Honesty and integrity are essential qualities for the successful candidate, as is the ability to self-manage and adapt to – and implement – change when necessary.

The Events / Mayor's Assistant will be supported by a strong team in the office consisting of the Town Clerk, Operations Manager, Responsible Financial Officer, Committee Clerk, Business Support Officer, Bookings Receptionist and Market Manager. There are also caretaking and grounds staff based elsewhere that the postholder will come into regular contact with.

Qualifications

- Essential – GCSEs (or equivalent) in Maths and English
- Desirable – Qualifications relevant to aspects of the role

Experience

- Experience of local government and/or event planning would be an advantage.
- Strong IT skills and fully conversant with Microsoft Office applications.
- Experience of using Canva and a flair for creativity.
- Experience of keeping websites up to date, or willingness to learn.
- Demonstrated capability to work proactively, to identify both opportunities and risks and to organise and prioritise work to deliver organisational objectives and events.
- Demonstrated capability to work effectively and flexibly with a wide variety of organisations and personalities within a local community to ensure the Council makes excellent service delivery to the community of Blandford Forum its highest priority.
- Demonstrated capability working within a small team to provide ad hoc and if necessary, hands-on support for colleagues to ensure service delivery.
- Evidence of continued professional development and the acquisition of new skills, with a willingness to undertake continuous relevant training.
- Can-do approach to using resources to deliver the desired outcomes and impacts for the Council.

Personal Qualities

- To have a heart for public service within the community.
- Integrity and professionalism in undertaking all duties.
- A commitment to implementing the agreed policies and aims of the Council to the best of your ability regardless of your personal opinions.
- The ability to communicate effectively, confidently and sensitively to colleagues, Councillors, partner organisations, contractors, hirers/customers and the public.
- The ability to exercise mature and good judgement, behave with discretion and maintain confidentiality appropriately.
- Enthusiasm and willingness to contribute to the effective functioning of a small staff team as a supportive and trusted colleague.
- Cheerfulness, patience and a creative can-do attitude in relation to identifying and dealing professionally and effectively with challenges and problems.
- An ability to both give and receive constructive criticism and contribute positively to improvements in your own work and that of colleagues.

For further information and an information pack, please contact the Operations Manager, Jon Goodenough by e-mail admin@blandfordforum-tc.gov.uk or by phoning for an informal chat on 01258 454500.

Application is by completion of an application form only please.

We value equality and welcome applications from anyone who meets our person specification.