



Ringwood Town Council

Job Description

Job Title:	Events Co-ordinator
Post Number:	TC25
Salary Scale:	SO1 – SO2 (SCP29-34 - £26,470-£30,756 FTE)
Responsible to:	Ringwood Town Council
Line managed by:	Town Clerk
Hours of Work:	Variable and none fixed or guaranteed but not exceeding an average of 7.4 hours per week

Main Purpose:

To assist Ringwood Events Team¹ in putting on events on behalf of Ringwood Town Council by acting as:

- the principal point of contact between the Team and Council staff;
- the officer with responsibility for managing relevant budgets and reporting to members; and
- the provider of such further support as is agreed from time to time by the Team and the Town Clerk.

Main Duties:

1. To attend meetings of and events organised by Ringwood Events Team (when requested to do so).
2. To anticipate and advise Ringwood Events Team when necessary upon the impact of Ringwood Town Council's Financial Regulations, Standing Orders, policies, other approved procedures and staffing or other capability constraints.
3. To communicate decisions, requests and information from Ringwood Events Team to other Town Council staff and from the Council to Ringwood Events Team, as necessary.
4. To assist Ringwood Events Team in procuring goods and services relating to events in Ringwood in accordance with the Council's Financial Regulations and other procedures.
5. To place orders for equipment, supplies and services (in accordance with the requirements and decisions of Ringwood Events Team) oversee/verify delivery or performance of such and certify invoices for payment in accordance with the Council's Financial Regulations and other procedures.

¹ The expression "Ringwood Events Team" shall throughout this document be deemed to include any body (however it is constituted and by whatever name it is called) which is charged from time to time with organising events on behalf of Ringwood Town Council

6. To research the availability of grants or other sources of funding (other than commercial sponsorship) for events in Ringwood, advise Ringwood Events Team about such availability and assist that Team in applying for the same as requested
7. To keep records of income and expenditure on events and prepare written reports to the Council as directed by the Council, a Council committee, the Finance Manager or the Town Clerk.
8. To maintain registers of:
 - All assets available for use at events;
 - Sponsors; and
 - Suppliers
9. To collect monies receivable by way of donations, sponsorship and pitch fees, hire charges, rents payable and such like in respect of pitches, stalls, concessions, contracts and other arrangements.
10. To assist with and facilitate publicity for events especially using social media;
11. To assist the team with regulatory requirements for events (especially with regard to essential licences and permits, temporary road closures and risk assessments for safety management purposes);
12. To provide such further administrative support (if any) for the activities of the Ringwood Events Team as that Team shall from time to time request and the Town Clerk approve.
13. To undertake training when appropriate as decided by line manager.
14. To undertake such other duties appropriate to the role as may from time to time reasonably be requested.