



KIDDERMINSTER TOWN COUNCIL

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title: Civic, Community and Events Manager

Location: Kidderminster Town Hall

Hours: 30 hours per week, permanent.

Salary scale: LC 2 (SCP 24-28)

Salary based on 30 hours per week:
£28,712 per annum, rising to £31,745.

KTC Post No: KTC 5.1

PURPOSE OF JOB:

- A. Manage the organization and delivery of the services, functions and events of the Mayor's office, including the civic functions and the mayor's engagement with the community
- B. Manage, deliver and promote the community events of the Town Council,
- C. Be the Lead Officer for the Council's Civic, Community and Events Committee, delivering the aims and objectives of the Committee,
- D. Promote the civic profile of the Council and the Mayor in the Community
- E. Manage the Council's Civic Team (currently the Mayor's Attendant and the Town Crier, part-time roles)
- F. Play an active part in the Council's senior Management Team

REPORTING RELATIONSHIPS TO OTHER POSTS

This post will report to the Chief Executive Officer of the Council

MAIN DUTIES AND RESPONSIBILITIES

Mayor's Office

- Responsible for the management of all civic matters in support of the office of the Mayor.
- To provide clerical and administrative support to the office of the Mayor and Deputy Mayor.

Finance

- Responsible for the financial control and management of the Council's civic and events budgets.

Line Management

- Line Manage the Council's Civic Team.

Committee Support

- Lead Officer for the Civic, Community and Events Committee
- When required, support working groups which are set up by and report to the Civic, community and Events Committee.

Events & Project Management

- To organise, attend, promote and administer civic events, parades, functions and receptions as required and liaise with relevant organisations.
- To assist with the organisation of fundraising events for the Mayor's chosen charities.
- Lead and manage projects which engage with the local community,
- To be the Lead Officer for Operation Bridge activities, liaising with Wyre Forest District Council

Civic Regalia

- Responsibility for the care, maintenance and security of the civic regalia, robes and hats.

Community Engagement

- Promote the Council and the Mayor through social media and the council's website
- Actively seek opportunities to enhance the Civic profile of the mayor and the Council.

General

- To give support and guidance to Members and Officers of the Council on matters relating to the civic role of the Council.
- To liaise with members of the public and local organisations in relation to the civic role of the Council.
- To act as an ambassador to the Council at public and external functions and events
- This role requires some evening and weekend working.
- Any other duties as required by the council, commensurate with the role and level of the post.

The post holder may be reasonably required to perform duties other than those given in the job description for the post. This job description is not exhaustive and is subject to change. This is a description of the job as it is constituted at the date shown. It is the practice of the Council to periodically examine job descriptions, through the Employee Development Review Scheme, and update them or incorporate any changes to ensure that they reflect the job performed. The procedure will be conducted in consultation with the post holder.

Time off in lieu will be permitted in respect of any overtime worked, provided that it can be accommodated within departmental operational schedules. Subject to pre-approval by the CEO, overtime may be paid.

In accordance with the Local Government and Housing Act 1989, because of the nature of the role, this is a politically restricted post. Accordingly, such post holders will not be able to be a candidate, or prospective candidate, for election as an MP, MEP or Local Councillor; hold office in a political party; act as an agent or sub agent for a candidate for election as an MP, MEP or Local Councillor; canvass on behalf of a political party or for a candidate for election to MP, MEP or Local Councillor and speak or write in public in a manner which appears to be designed to affect public support for a political party.

Town Council - General Officer Requirements

The post holder is required to contribute to the achievement of the Council's objectives through:

- **Customer Service**

When working for the Council, all employees are ambassadors of the Council and are expected to be courteous, helpful and professional when dealing with the public, the elected members of the Council and with colleagues.

- **Equalities**

Ensuring that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

- **Corporate Responsibility**

The postholder will be a part of the Council team and will be expected to support the Council's Strategy and corporate objectives in all aspects of their work.

- **Climate Change**

Delivering energy conservation practices in line with the Council's climate change strategy.

- **Health and Safety**

Ensuring a work environment that protects people's health and safety and that promotes welfare and which is in accordance with the Council's Health & Safety policy.

- **Team Working**

As the Town Council has a small workforce, there will be occasions when staff are required to support other sections within the Council in order to successfully deliver the Council's events, services and functions.

Person Specification:

We are looking for someone who is able to work to tight deadlines and assist in the effective organisation of non-standard tasks and events. This individual will need to have good attention to detail and strong organisational skills. The ideal candidate is able to work independently with a proactive approach to work and is flexible to meet the needs of the council.

	Essential Qualifications / Skills & Attributes	✓	Desirable Qualifications / Skills & Attributes	✓
Qualifications	<ul style="list-style-type: none"> • Educated to A level or above 			
Experience	<ul style="list-style-type: none"> • Experience of agenda preparation and minute taking. • Experience of writing reports • Event organisation/ management/promotion 		<ul style="list-style-type: none"> • Previous local government experience • Experience of previous good relationships with elected members, staff and the public • Experience of working with a variety of community groups 	
Skills, knowledge and Abilities	<ul style="list-style-type: none"> • Ability to fully grasp the full implications of all decisions relating to the office of Mayor. • Ability to interpret and implement regulations relating to the civic role of the Council. • Pleasant and tactful manner and able to deal with difficult and irate 'customers' without compromising the good name of the Council. • Ability to analyse problems relating to the Council's civic role, and to propose and implement solutions on a day to day and long-term basis. • ICT skills, including Word, Outlook and Excel. • The ability to produce and present clear, concise written reports. • Good communication skills – in person, verbally and in writing • Tact and discretion required for dealing with matters of a personal & confidential nature • Self-motivation and ability to manage own workload. • The ability to establish and maintain good relationships with Councillors, colleagues, stakeholders and members of the public. • Ability to problem solve. 		<ul style="list-style-type: none"> • Knowledge of local council administration, including the decision-making process and the powers available to town and parish councils. • Experience of People Management • Diary management/ PA skills • Experience of managing a budget and preparing simple accounts • Experience of having been an ambassador or representative of an organisation • Website and social media skills 	
Other	<ul style="list-style-type: none"> • Some evening and out of hours working may be required (including attendance at evening meetings of the Council and weekend events as agreed with the CEO). • Ability to work under own initiative and also as part of a team 			