



## **CIVIC & EVENTS OFFICER Job Description**

### **REPORTS TO: Meetings & Projects Officer**

### **Role Description**

The Civic & Events Officer will be a crucial member of the Peacehaven Town Council (PTC) team, responsible for overseeing the Peacehaven Town Council's civic office and leading on the Town Council's events. As the Civic & Events Officer, you will take on the day-to-day responsibility for the management of the below duties.

### **EVENTS OFFICER DUTIES AND RESPONSIBILITIES**

- Manage and deliver events for the Town Council.
- Prepare event reports for Committee meetings, attend meetings where required, and track progress of events.
- Willingness to attend events subject to agreement with line manager.
- Ensure all events comply with relevant health & safety, statutory and regulatory requirements; including risk assessments, licences, qualifications and suitable provision of first-aiders and fire marshals etc.
- Support the PR Officer with event photos, press releases and communications/publicity.
- Ensure the events calendar is kept up-to-date.

### **CIVIC OFFICER DUTIES AND RESPONSIBILITIES**

- Support the Mayor and Deputy Mayor of Peacehaven.
- Manage the record-keeping of the civic office, including the civic list.
- Be familiar with, and be able to advise on Civic protocol, including the contents of the Mayor and Youth Mayor's handbook.
- Organise and hold regular meetings with the Mayor, either in person or online.
- Manage the Mayor's noticeboard, website page, and facebook page.
- Deal with function invites for the Mayor (or Deputy Mayor in their absence) and preparations for functions being attended, and ensure the Mayor's diary is kept up to date.
- Manage dignitary invitations to PTC's events.
- Manage the role of the Peacehaven Town Crier and any other Civic positions.
- Assist the Mayor with speeches or special arrangements, where required.
- Liaise with the Mayor's and Youth Mayor's chosen charities.
- At all times consider the safeguarding of the Youth Mayor and Deputy Youth Mayor.
- Become familiar with the information from the National Association of Civic Officers, including civic officer protocol.
- Attend relevant meetings.

## **GENERAL DUTIES AND RESPONSIBILITIES**

- Participate in regular meetings with the Meetings & Projects Officer, either in person or online, and involve other officers if needed.
- Support allocated Task & Finish Groups (TFGs), ensuring their tasks are completed, and aim to complete and close the group.
- Adhere to all council policies and procedures.
- Manage own workload and agree working schedule on a regular basis with line manager.
- Ensure data is efficiently administered in line with PTC's Data Protection policy.
- Pro-actively support the council's climate change ambitions, and adhere to PTC's Single Use Plastics Policy.
- Support the development of the council, and positively engage with change.
- Undertake training and development opportunities required for the role, and proactively identify areas for further professional development.
- Undertake any other duties as reasonably required by your line manager, consistent with the level and scope of the post.

## **CONTINUITY PLANNING**

- In the absence of a team member, provide short-term cover for the continued operation of the Civic office, and call on wider team support as necessary.

The duties will be set out in the Job Description, but please note that the council reserves the right to update your Job Description from time to time to reflect changes in, or to, your job. You will be consulted about any proposed changes. Significant permanent changes in duties and responsibilities will require revisions to be made to this Job Description.