



APPLICATION PACK

Events Administrator

Crowborough Town Council

Welcome

Thank you for expressing an interest in our post as **Events Administrator**.

Crowborough is the largest and highest inland town in East Sussex, set within the High Weald Area of outstanding Natural Beauty and bordering Ashdown Forest. It is situated just south of Tunbridge Wells on the A26, about halfway between London and the south coast, and can also be reached by train on the Uckfield line from London Bridge.



Pic: out and about around Crowborough

The Town Council is a large, active council which is committed to providing excellent services on behalf of its residents. It owns and maintains several recreation grounds with facilities ranging from football pitches, tennis courts, hard sports courts, running track, boating pond, bike track, and children's play parks. There are also two wonderful nature reserves, a country park, and numerous other green spaces around the town which the council manages for benefit of both the wildlife and those visiting. In addition, it manages three allotment sites and two cemeteries.

We hope you are enthusiastic about the current opportunity and about all the council does. To find out more about this specific vacancy, and how to apply for the role, please refer to the rest of this pack.

The Role – Job Description

POST TITLE:	EVENTS ADMINISTRATOR
SALARY GRADE:	SCP 7-12
HOURS:	18 hours per week Hours of work for contractual purposes are: Tuesday, Thursday Friday 9am – 3pm In the event of working hours being more than normal working hours overtime may be paid or time off in lieu taken at a time to be agreed between you and the Deputy Town Clerk
REPORTS TO:	Senior Events Manager

SUMMARY

To provide effective administrative and practical support to the Senior Events Manager in the planning, coordination and delivery of the Town Council's programme of public events.

The postholder will provide a key administrative point of contact for event enquiries, suppliers, community groups, performers, volunteers and other stakeholders, ensuring that event information, bookings, documentation and correspondence are organised and maintained.

The role will support the Senior Events Manager throughout the event lifecycle, from initial planning and administration through to event delivery and post-event follow-up. The postholder will also provide practical support on event days as required.

The postholder will be expected to work in a professional, organised and helpful manner and to build positive working relationships with Town Council staff, Councillors, community organisations, suppliers and members of the public.

DUTIES AND RESPONSIBILITIES

1. To provide administrative support to the Senior Events Manager in the planning and delivery of all public events undertaken by the Town Council.
2. To assist with the administration of events from initial planning through to delivery and post-event evaluation.
3. To maintain accurate event records, including contact details, bookings, correspondence, supplier information and event documentation.
4. To maintain event schedules, action lists, contact lists and other administrative records as required by the Senior Events Manager.

5. To assist the Senior Events Manager with the preparation of event plans, running orders, checklists and briefing documents.
6. To monitor agreed actions and deadlines and provide updates to the Senior Events Manager where information or action is outstanding.
7. To assist with the coordination of meetings, briefings and planning sessions relating to Town Council events, including preparing agendas, taking notes and circulating information where required.
8. To undertake any other duties that may reasonably be required by the Town Council, and which are appropriate to the level and nature of the post.
9. To act as an initial point of contact for event-related enquiries received by telephone, email or in person.
10. To respond to routine enquiries from members of the public, community groups, local organisations, suppliers, performers, food vendors and other event stakeholders, referring more complex matters to the Senior Events Manager where appropriate.
11. To coordinate and record bookings and expressions of interest from community groups, stallholders, performers, vendors and other participants as directed by the Senior Events Manager.
12. To issue and maintain event-related correspondence, confirmations, information and reminders.
13. To assist with gathering information and documentation required from suppliers, contractors, performers, community groups and other event participants.
14. To assist the Senior Events Manager with the practical organisation and coordination of event logistics, including equipment, facilities, deliveries, site arrangements and event materials.
15. To assist with the preparation and distribution of event plans, running orders, checklists, signage and briefing materials.
16. To assist with the collation and maintenance of event-related health and safety documentation, ensuring information received is recorded and passed to the Events Manager as required.
17. To work in accordance with the Town Council's Health & Safety policies and procedures and promptly report any concerns to the Events Manager.
18. To provide practical support on event days, including assisting with set-up, registration, information points, stakeholder liaison and general event enquiries.

Person Specification

EDUCATION AND QUALIFICATIONS

Evaluation method: Application Form and Interview

Essential	• Good standard of general education with a minimum of 5 GCSEs, including English and Maths or equivalent.
-----------	--

ORGANISATIONAL SKILLS

Evaluation method: Application Form and Interview

Essential	• Ability to work under pressure and to tight deadlines. • Ability to maintain accurate records and to produce detailed and accurate documents. • Attention to detail. • Excellent organisational skills and the ability to organise and manage resources effectively. • Ability to prioritise workload.
-----------	--

Desirable	• Previous experience working in an office environment
-----------	--

COMMUNICATION SKILLS

Evaluation method: Application Form and Interview

Essential	• Good written communication skills • Good verbal communication skills including an ability to relate to, and communicate with councillors, staff, members of the public and external agencies.
-----------	---

Desirable	• Experience in a public facing role, dealing professionally with members of the public
-----------	---

INFORMATION TECHNOLOGY

Evaluation method: Application Form and Interview

Essential	• Competent user of Microsoft 365 applications including Word, Excel and Outlook.
-----------	---

Desirable	• Experience using Adobe
-----------	--

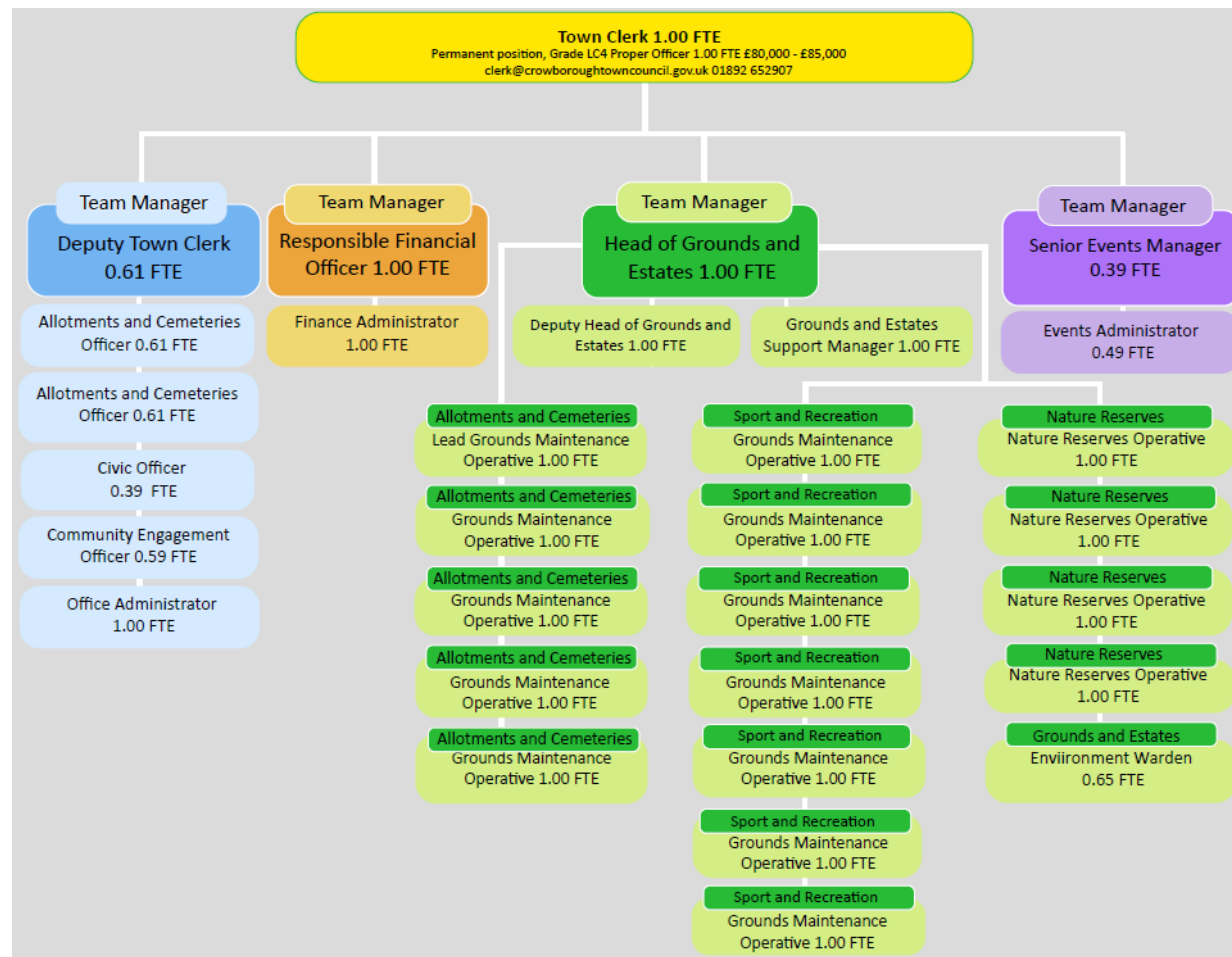
GENERAL SKILLS AND PERSONAL QUALITIES

Evaluation method: Application Form and Interview

Essential	• Trustworthy with confidential information • Friendly, approachable with a positive, friendly disposition. • Ability to work independently and as a member of a team. • Sensitivity, tact and diplomacy
-----------	--

The Staff Team

The staff team is split between the Council Offices and the Wolfe Works Yard. There is a strong mix of skills, knowledge and experience in both teams. The council is committed to regular training and development opportunities leading to well-balanced and informed teams.



How to Apply

All applications must be on the council's official application form; CVs will not be accepted.

A copy of the application form may be obtained by emailing jobs@crowboroughtowncouncil.gov.uk or by visiting our website <https://www.crowboroughtowncouncil.gov.uk/about-us/council-staff/current-vacancies/>

If you would like more information about the role, or you would like an informal discussion to learn more about the council and the post before deciding to apply, please contact:

Melanie Street
Deputy Town Clerk
Jobs@crowboroughtowncouncil.gov.uk
01892 652907

Recruitment Schedule

A short list of applicants will be drawn up and invited to attend interview. It is expected the interview for this role will take between 30 and 45 minutes and will involve questions about your knowledge and experience, focussing on the Job Description and Person Specification included in this Application Pack.

ACTIVITY	DATE
Closing Date	15 th November 2026 (12pm)
Shortlisted Applicants advised	17 th November 2026
Interviews	23 rd November 2026