

JOB DESCRIPTION

Events & Culture Manager Maternity Cover

GRADE	LC2 SCP 29 - 32 37 hours Fixed Term Contract (Maternity Cover)
Responsible To:	Town Clerk
Responsible For:	Events Officer. Contractors. Potential externally funded project officer. Relevant community volunteers.
<i>Overall Responsibilities:</i> <ul style="list-style-type: none">• To lead on the development, coordination and delivery of the council's events and culture strategy and calendar as set out for the year to ensure consistency.• Take the lead role in relation to the business of Events & Culture Committee• As required, to support the administrative function of the Town Council.• To lead on events health and safety and the implementation of events processes and procedures• Responsible for line management of the Events Officer Role and associated work plan• Potential to lead on events and cultural funding applications and sponsorship development if required	
<i>Specific Responsibilities:</i> <ul style="list-style-type: none">• To lead on the coordination, project management and reporting on all activities related to the development and delivery of the council's events and culture programme• To facilitate, broker and influence increased priority and influence of the work of the Town Council via relevant cultural networks, building and maintaining positive collaborative working relationships with all strategic partners• To take forward a strategic involvement in relevant forums and collaborative groups, including the Cultural Consortium Place Partnership and Cultural Strategy Group (or their successors/replacements)• To enable school and other educational settings engagement with the events and culture programme at Crewe Town Council• community engagement – working with community groups to build capacity and develop skills relevant to event delivery and its sustainability.• Potentially seek and deliver larger project funding income and manage any associated delivery and project staffing• To support the promotion and embedding of the Crewe Town Brand• To develop, manage and promote the council's strategic events• To Clerk the Events & Culture Committee (or its successor(s)) and associated Working Groups as required to give advice, present reports and to take minutes for distribution and publication and to report to council any committee's with responsibility for the work output of this post• To work closely with other Officers to coordinate activities related to the delivery of events and culture	

- To manage the relevant budgets associated with the post primarily the Events & Culture Committee (or its successor(s)) ensuring compliance with council policies and regulations and maintaining clear records
- To ensure and manage the service evaluation process on an ongoing basis and for stand alone events/activities for the council as it relates to informing council strategy and service delivery.
- To support the delivery of civic events (e.g. Remembrance and Commemorations), working with other associated officers
- To coordinate the recruitment and support volunteers for engagement in event and cultural delivery
- To lead on the coordination, project management of the arts and culture function of the council as set out for the year
- To lead on the coordination and project management of the annual Christmas lighting scheme infrastructure

General Responsibilities:

- Implement decisions of Committees & Council
- To promote the Town Council and its work to the community.
- To Ensure clear and compliant financial administration and reporting, working closely with the Town Clerk
- To manage the relevant budgets associated with the post ensuring compliance with council policies and regulations and maintaining clear records
- To manage, coordinate and oversee contractors, volunteers, work placements and projects on a regular basis.
- To research, plan and manage new projects as required.
- To act as the Town Council's representative and 'ambassador' at meetings, public speaking engagements and events and activities as relevant to the post
- To inform review and amendment of council policies relevant to the post and functions
- To maintain and administer clear and accessible files of information related to the post
- To prepare annual budget estimates and forecasts in consultation with members for approval by Committee in support of the council budget setting process
- Carry out all administrative and other duties associated with the post.
- Working with the Communications Officer to provide the required information and context for press and media information relating to the post.
- To ensure health and safety compliance and high standards are maintained at all times
- To support the councils internal and external audits through appropriate preparation and provision of information as required
- To ensure compliance with the service responsibilities for information and Data Protection Act compliance
- To prepare and maintain a Personal Development Plan through the regular appraisal process and to attend training courses or seminars on the work and the role as required.
- Undertake relevant training when this is identified.

- To work in any premises in the ownership or interest of the Town Council in Crewe
- To forecast spend and inform the financial management of the council as well as supporting the budget setting process as it relates to the post
- Undertake such other duties as may be reasonably required by the Council.