

Events and Culture Manager (Maternity Cover)

Fixed Term Contract (Maternity Cover)

Full-Time (37 hrs) LC2 SCP 29 – 32 - £39,862 to £42,839

About Crewe Town Council

Crewe Town Council was formed in 2013 as the result of a referendum, with a role to provide a strong voice for Crewe. The parish of Crewe is broken into six wards made up of a diverse community. The Council is made up of twenty elected members (Town Councillors) and a small team of officers work to deliver local services and activities including events.

About Events at Crewe Town Council

Crewe is a home to an ever growing hive of activity when it comes to events and culture and Crewe Town Council is proud to be a part of this.

Crewe Town Council has a rich history of hosting outstanding events including a regular monthly feature market, school holiday programmes, a soap box derby event, music events, Crewe Day Festival, Remembrance Sunday Service and Parade, an annual Christmas Lights Switch On and so much more!

Events make a huge contribution to our local community and economy. They provide recreational opportunities for residents and contribute to strong, resilient communities by providing the chance for people to have an active role in the community through volunteering or participation in event activities. At their biggest, events give Crewe a raised profile, boosting inward investment and visits to the town.

The town enjoys a thriving and engaged community which is keen to express its individuality as well as welcome ideas for contemporary events from around the country. Crewe Town Council continually builds on these elements to develop a culture of active delivery of events in partnership with the community, agencies and businesses that contribute to achieving our ambition to make Crewe the place to Live, Work & Enjoy.

Crewe is in a time of change and opportunity, with redevelopment of the town centre underway and new exciting cultural projects and initiatives emerging. Local residents and organisations alike are invigorated and passionate about the role of events in the town, both now and for its future.

About the role

This role is maternity cover and will be offered on a fixed term contract.

The role will report directly in to the Town Clerk and be responsible for the Events Officer, contractors and volunteers. You will work closely with other officers including Communications, Public Services, Community, Heritage and Support Officer.

Crewe Town council has a rich and varied events and culture programme planned and set out for 2026 which needs oversight while the events and culture manager is on maternity leave. This will require a suitably experienced and qualified individual to ensure delivery is consistent, compliant and maintains the usual standard of quality events and experiences delivered by Crewe Town Council.

For more information, the job description and person specification for the post can be found here [JD & PS] and if you would like to have an informal chat about the opportunity, please email eventsandculture@crewetowncouncil.gov.uk to arrange a call.

To apply please email your CV and covering statement which clearly addresses how you meet the suitability for the role as defined within the person specification and job description to eventsandculture@crewetowncouncil.gov.uk

Closing Date: 12:00pm on Friday 12th September 2025 (Please note, the closing date may be brought forward if a suitable candidate is identified before the deadline).

Expected Start Date: By December 2025 however an earlier start date may be agreed by discussion to allow for a handover period with the current Events and Culture Manager.

Expected contract length: This is a fixed-term contract to provide maternity cover for the position of Events and Culture Manager. The contract is expected to last for 12 – 14 months, commencing in or before December 2025 (to be discussed) and ending December 2026.

In the event that the post-holder returns from maternity leave earlier than anticipated, the contract may be terminated with one months notice.