BARRY TOWN COUNCIL

JOB DESCRIPTION AND EMPLOYEE SPECIFICATION

Job Title	Engagement and Events Support Officer	**SCP 12-17** **(2025/26 Scale)**	£28,592 - £31,022
Reporting To	Head of Community Services and Facilities	**Hours**	**37 hours per week**
Direct Reports	None	**Working Pattern**	Monday to Friday (with evening and weekend events)

Purpose of the Role

The primary role of the post holder is to support the Engagement and Events Team and provide support for the Town Mayor, Head of Community Services and Facilities and the wider Engagement and Events Team. The role will be responsible for managing the Mayor's diary, organising civic and small events and providing support towards the organisation of larger Corporate and Civic events, including attending those events. The role requires strong administrative and organisation skills to effectively support in the planning and execution of internal and external high-profile events, as well as liaising with a diverse range of stakeholders. This role sits within the Engagement and Events Department of the Council and is managed by the Head of Community Services and Facilities.

Key Duties and Responsibilities

1. **Administrative Support**

a) To manage the Mayor's diary and to ensure that the Mayor is reminded of the day's functions.
b) To read all correspondence impacting upon the work of the Mayor and to liaise with the manager and/or Mayor as appropriate.
c) To check and advise on the availability of the Mayor for any requests for the Mayor's attendance and to reply to invitations in accordance with the instructions of the Mayor.
d) To follow up events attended by the Mayor with thank you letters.
e) To provide administrative support to the, Head of Community Services and Facilities and wider team as required.
f) To ensure accessibility forms are completed by organisations requiring attendance from the Mayor and followed up with the Mayor
g) To organise travel for the Mayor and Engagement and Events Team, as required
h) To ensure bookings are made for events and the related actions completed to effectively organise the events, under direction of the Head of Community Services and Facilities / Officer.
i) To prepare a weekly list of agreed mayoral functions for the following week and distribute to relevant parties.
j) To ensure the Council Chamber is kept tidy and that refreshments stock is maintained at the agreed level with orders being placed as necessary with the appropriate authority being obtained.
k) To control the Mayor's charity account records and bank account in accordance with the procedure established by the RFO.
l) To control the supply of civic gifts ensuring there is sufficient stock and placing orders for replenishment as and when required with the necessary authority being obtained beforehand.
m) To arrange for the supply of Mayoral badges to be held securely until the end of each term of office.
n) To ensure that the Engagement and Event Team's Contact Databases are kept up to date and in accordance with GDPR guidelines
o) To ensure that the gallery of Mayoral photographs is updated through the arrangement of official photographs to be framed and hung in the Town Hall.
p) To collect photographs throughout the year and arrange for the preparation of the annual Mayor's photo album
q) To ensure that the notice board is updated with the name of new Mayors.
r) To maintain the mayoral robes and chain ensuring that they are regularly cleaned/repaired and appropriately altered for each Mayor.
s) To assist in answering general enquiries, e-mails and telephone calls to the Engagement & Events team.
t) To be responsible for the organisation of the Council's Litter Picking Loan Service ensuring all equipment is loaned out in accordance with the Council's

procedures and inspected for damages upon return

u) To provide cover for the administration team to record and transcribe minutes of any Full Council or committee meeting, if requested to do so.
v) To ensure the Engagement and Events mailbox is checked each morning and emails directed to the necessary Officer or responded to in a timely manner
w) To compile data which will be utilised for the production of reports

2. **Event organisation**

x) To organise civic events, including the annual Civic Service and Mayor Making ceremonies; organise Mayoral events, such as the End of Year celebration and Coffee Mornings; and to play a key role in the organisation of the town's Remembrance activities
y) To support the Engagement and Events Team in the organisation of events, taking responsibility for smaller events, as determined by Line Manager.
z) To use your own initiative to liaise with partners / community groups / sponsors / raffle prize donors / acts / entertainment in order to deliver event plans
aa) To regularly review, monitor and update the online event calendar / list
bb) To support the Engagement and Events Officer in maintaining and updating the Council's social media platforms ensuring they are updated regularly, relevant and reach a wider audience
cc) To support the Engagement & Events Team in the graphic design of publicity materials, including posters, banners, social media posts inline with the Councils branding
dd) To attend civic and corporate events, being on duty to support the successful delivery of these events – currently around 20 events per year.
ee) To provide support to Corporate Event management as directed by your line manager.
ff) To prepare press releases in preparation for council events, successes and community information

3. **Health and Safety**

gg) To assist in ensuring that the Town Council's statutory obligations for the effective management of health and safety are met.
hh) To ensure prepared risk assessments are followed in support of mayoral or corporate event delivery
ii) To take care of your own health and safety by following guidance provided by your line manager and through training received.

4. **Equality and Diversity**

jj) To support the Chief Officer (Town Clerk) in ensuring that the provisions of the Equality Act 2010 are reflected in all aspects of its work.
kk) To be aware of the requirements of the Welsh Language Act and how they might relate to the role you perform, ensuring that the Council is meeting its

statutory requirements at all times.

5. **Personal Development**

ll) To develop in your role through training and development opportunities made available to you.

6. **Other**

mm) To undertake other duties from time to time which are commensurate with the level and grading of the post.

EMPLOYEE SPECIFICATION

Experience/ Competencies	Essential or Desirable?	Method of Assessment
Qualifications and Education		
• Good general education	Essential	Application Form/Provision of Certificates
Administration and Financial Management		
• At least 2 years' experience in a clerical or administrative role	Desirable	Application Form
• Ability to prepare agendas, progress reports and take accurate minutes	Essential	Application Form
• Ability to plan, organise and deliver high quality events	Desirable	Application Form & Interview
Skills and Attributes		
• Good interpersonal and oral communication skills	Essential	Interview
• Good written communication skills	Essential	Application Form
• Ability to organise workload with minimal supervision and meet deadlines	Essential	Application Form/Interview
• Political sensitivity, tact and diplomacy	Essential	Interview
• IT skills enabling use of internet, e-mail, word processing, financial databases and spreadsheets and website administration, social media & Canva	Essential	Application Form
• Understanding of the requirements of the data protection and freedom of information legislation and its application within an organisation	Desirable	Interview
• Awareness of health and safety legislation and its application within an organisation	Desirable	Application Form / Interview
• Knowledge and experience of branding and graphic design	Desirable	Application Form / Interview
Personal Styles and Behaviours		
• A motivating and enthusiastic individual	Desirable	Interview

• Personality, conduct and credibility that engages the confidence of councillors, staff, partners and stakeholders	Essential	Interview
Other • Committed to developing and keeping up to date personal knowledge level • Prepared to attend weekend and / or evening events as required	Essential Essential	Interview Application Form

Core Competences for the role taken from the National Occupational Standards for Business and Administration

Q225	Support the organisation of business travel or accommodation
Q226	Support the organisation of meetings
Q321	Co-ordinate an event
Q320	Plan and organise an event
Q322	Plan and organise meetings
Q322	Maintain and issue stationery stock items
Q330	Agree a budget
Q319	Order products and services
Q421	Manage budgets
Q110	Prepare text from notes using touch typing
Q213	Prepare text from notes
Q212	Produce documents in a business environment
Q216	Prepare text from recorded audio instruction
Q312	Design and produce documents in a business environment
Q221	Use office equipment
Q112	Archive information
Q111	Use a filing system
Q217	Organise a report data
Q218	Research Information

Q219	Store and retrieve information
Q317	Monitor information systems
Q316	Support the design and implementation of an information system
Q106	Communicate in a business environment
Q107	Make and receive telephone calls
Q209	Take minutes
Q208	Use a diary system
Q207	Use electronic message systems

Web-link (http://www.skillscfa.org/images/pdfs/QCF/Business%20and%20Administration/Events%20and%20Meetings%20QCF.pdf)