



Town Hall | 61 Newland Street | Witham | Essex | CM8 2FE
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EVENTS CO-ORDINATOR FOR MATERNITY COVER - 12 MONTH FIXED CONTRACT

Salary scale SCP 12, £24,496 per annum. 37 hours per week.

Witham Town Council is seeking to appoint a capable Events Co-Ordinator to join a team of 12 staff in a proactive and forward thinking Town Council. Duties will include:

- Managing the Town Council's key civic and community events including a Christmas Market, Dog Show, Witham Street Entertainment Festival, Carol Service, Easter & Halloween Trail & Remembrance Parade.
- Improving existing events and managing new events by increasing and improving advertising, footfall draw and general themes of events.
- Building relationships with local organisations, businesses, District & County Councils.
- Maintaining an extremely high standard of organisation and events administration.
- Proactive marketing and promotion of events through social media and community outreach.
- Management of events budgets and sponsorship fundraising
- Issuing instruction and providing direction to staff on events days including problem solving and public relations management.
- Working with the Mayor's P.A to deliver ad-hoc civic functions and community awards events.
- Occasional weekend working as per annual calendar of events.
- Providing lunchtime and holiday cover in the Information Centre
- Any other duties that may be deemed necessary from time to time by the Town Clerk, commensurate with the post.

An extremely high standard of communication and organisation is essential in this role. You should have a reasonable level of I.T and office based skills in addition to a strong desire to build on your skills through the Council's committed programme of continued staff development. Benefits include inclusion in the Local Government Pension Scheme (LGPS), flexible working hours and additional annual leave for long service.

This post would suit a creative individual with a reasonable understanding of basic finance and managing high office-based workloads. Previous experience of delivering events regardless of size is essential.

The closing date for applications is Monday 5th June 2023. Application by way of CV and covering letter is welcome.

Please contact the Town Clerk, Nikki Smith in this respect should you wish to arrange an informal discussion about the role via email: townclerk@witham.gov.uk or by telephoning 01376 520627