

JOB DESCRIPTION

Event Officer – Sandbach Town Hall Complex

Main Function of Position

To contribute to the success of events that are organised by Sandbach Town Hall Events Team and facilitate events run by our Clients and Hirers

GRADE	LC1 SCP 7-12 £24,294 - £26,421 (pro rata) This grade reflects variable working patterns.
HOURS	35 to be worked flexibly across the working week, which will include evenings, weekends and split shifts.
Responsible To:	Senior Event Officer
Responsible For:	Casual Operational Staff

Overall Responsibilities

To contribute to the delivery of Sandbach Town Hall Complex as the 'go to' event venue of Sandbach.

To contribute to the delivery of in-house and external events and activities, which will include letting space, meeting targets and working with clients to identify and deliver their individual requirements.

To maintain a friendly, professional and helpful attitude and manner of address when dealing with the public, customers and colleagues.

To be willing to work alone, often during evenings and week-ends.

A flexible approach is paramount.

Specific Responsibilities:

Main Responsibilities

1. To facilitate and co-ordinate front of house services for council-led events, functions, and activities in the Town Hall and Market Building.
2. To maintain a friendly and professional attitude and manner of address when dealing with the public, customers, and colleagues.
3. Responsible for delivering and coordinating event set ups and room turnarounds, ensuring high standards are maintained; having a keen eye for detail.
4. Supervise and direct casual staff as required
5. To be responsible for all monies due relating to the activities within the post holders' sphere of responsibility, including cash handling, petty cash, safe keeping, and reconciliation in accordance with the Council's procedures.
6. To act as a key holder for the Town Hall and Market Complex and other properties within the post holder's area of responsibility, including opening, closing, and securing properties.
7. To ensure that all cash as above are prepared in a timely manner for reconciliation and banking by the Finance Officer.
8. To assist Senior Officer in maintaining bar stock levels and stock take records to ensure a continuous supply and accurate audit trail
9. Maintain accurate and accessible filing and record keeping, including accurate recording of sales and income
10. To advise on any potential hazards or risks identified associated with the council's facilities or services.
11. To ensure full H&S compliance for events through regular review of risk assessments, supervising and guiding staff in good and safe working practices.
12. To identify opportunities for service development and/or efficiencies
13. To lead and facilitate Community Cinema Events.
14. Any other duties as and when required by the council that are reasonably within the capabilities of the person and are aimed at achieving the council's objectives and goals.
15. To be able to project the philosophy and concept of the Sandbach Town Hall Events Team
16. To ensure that all necessary Training is completed in a timely manner and attendance at Training courses is completed as required
17. To ensure attendance and contribution to meetings whenever required.
18. Applicants may be working independently or without one to one supervision.
19. To adhere to the Sandbach Town Council policies and procedures.

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