

Chipping Norton Town Council



Vacancy: Facilities and Events Officer

**Salary: LC2 SCP J8 24-28; £29,174-£32,798
(£23,655-£26,593 pro -rata)**

Part time post 30 hours per week to include some evening and weekend working.

Are you brilliant at organising events and a dynamic project manager? Are you looking for a varied role, where no two days are the same? If so, you could be our new Facilities and Events Officer.

This an exciting opportunity to join an active Town Council in a beautiful Cotswold town on the brink of substantial expansion and change.

Chipping Norton Town Council is one of the largest and busiest Town Councils in West Oxfordshire. The Council seeks an aspiring and initiative-taking officer to help lead it into the future.

Chipping Norton Town Hall is a beautiful Grade II* Listed Building in the heart of the Town. This is an exciting opportunity for the right person to lead the Town Hall to its full potential in terms of accessibility, facilities, community engagement and generating funds and revenue.

As well as project managing the Town Hall, the Facilities and Events officer will help deliver a year-round programme of sustainable cultural activities and events, which will be accessible to the whole community. You will need to be creative, friendly, approachable with excellent management and communication skills.

Applicants should have previous experience in a similar role or demonstrate transferrable skills and be able to have a flexible approach to their working week

Benefits include: Competitive salary, automatic enrolment into the Local Government Pension Scheme (subject to eligibility), supportive working environment and 22 days annual leave.

This is a real opportunity for an experienced and solution-focused manager, who is innovative, has an eye for detail, and who will collaborate with Councillors to meet the aspirations of the people of Chipping Norton.

The application form can be found here

Closing date for applications is Monday 12th September 2022.

For an informal chat to discuss your suitability for the role please contact Luci Ashbourne, Town Clerk on 01608 697142 or email townclerk@chippingnorton-tc.gov.uk

The Post

The vacancy is for a Facilities and Events Officer with duties according to the job description below. This is a permanent post, but confirmation of the appointment will be subject to satisfactory completion of a period of probationary service of three months. The Scheme of Conditions of Service of the National Joint Council for Local Government Services (The “Green Book”) will apply to the employment (except as amended by contract – if you need further information on this point please ask).

The usual place of work will be The Town Hall, Chipping Norton.

The salary is as advertised; normal advancement on the scale is by annual increment, subject to satisfactory performance.

Salary will be paid monthly by direct transfer on the 20th of each month.

Hours of work will be 30 hours per week normally to be worked over five days, Monday to Friday, but including some evening and weekend working for events and Council meetings. The Town Council is well disposed to these hours being worked flexibly, but this needs to be balanced with maintaining a public-facing service and a council office open to the public; the extent of flexible working can be the subject of negotiation if an offer of employment is made. Annual leave will be 22 days a year rising to 25 days after five years’ service.

The Council is a member of the Local Government Pension Scheme (LGPS). For this employment, the LGPS is administered by Oxfordshire County Council (OCC). You will be auto-enrolled into the scheme and your employee contributions (6.5% of gross salary) will be made by deduction from salary. The LGPS is a defined benefit scheme, and more information may be found here: www.lgpsmember.org

Recruitment Process

The recruitment of the Facilities and Events Officer will take place in September 2022. The recruitment timetable is as follows:

- Closing date for applications: Monday 12th September 2022
- Shortlisting: Wednesday 14th September 2022
- Interviews: Tuesday 20th September 2022

Applications must be made on the Town Council’s application form which can be found [here](#).

Completed applications should be sent to townclerk@chippingnorton-tc.gov.uk by 17:00 on **Monday 12th September 2022**. Please ensure that your application addresses how you meet the requirements of the job description and the person specification.

Shortlisting will take place on Wednesday 14th September; shortlisted candidates will be informed on Thursday 15th September 2022.

Facilities and Events Officer

The role

To manage the Town Hall to ensure high quality provision which complies with all relevant government legislation and is consistent with maximising the Council's income. In particular to make the Town Hall a focal point in Chipping Norton town centre and a venue that is well used by a wide range of the community. To oversee a broad range of civic events that meet residents' and Council's expectations and ensure they are delivered in a cost effective manner with a commitment to quality, local relevance and continuous improvement.

Job description

Venues

To make the Town Hall a focal point in Chipping Norton town centre and a venue that is well used by a wide range of the community by developing good working relationships with artists, arts groups and organisations, community and voluntary groups, stakeholders, partners, funders/sponsors, Councillors and the public.

To line manage and supervise staff to ensure they all work in line with the Council's operating procedures, legislative requirements and customer service standards. This includes recruitment, training and appraisals, behaviour, conduct and appearance. To be responsible for setting the Rotas to ensure the service is sufficiently staffed to meet the business needs of the service.

To manage and oversee the maintenance and operation of the hall electronic booking system for premises in accordance with policy direction.

To be responsible for the overall financial supervision of the Town Hall, monitoring income and expenditure. In consultation with the Town Clerk/ Responsible Financial Officer seeking to maximise income and comply with Council procedures and financial regulations.

Regularly review the level of charges, terms and conditions of hire and policies relating to the operation of the Town Hall, making recommendations to Council on changes.

Prepare regular reports to Council on the day to day operation of the Town Hall and to attend and present reports to the Council and its Committees as required (currently evening meetings).

To ensure that full advantage is taken of grants available from various external funds, to assist with the development of the Town Hall.

To ensure inventories and the asset register are regularly updated, reporting any amendments or additions to the Responsible Financial Officer. To control and issue cleaning materials/stock and maintain appropriate records.

To implement best practice and deliver innovative ways to bring agreed projects to successful completion, including the management of day to day maintenance issues and the on-going running of the facility/service. To prepare and monitor contract specifications for work as required by the Council, ensuring compliance with Standing Orders and all financial administration complies with Financial Regulations

To carry out consultation with key users prior to commencement of projects to ensure that the project brief is shaped to the needs of those using services/facilities, as well as incorporating the Council's long term vision.

To undertake building maintenance checks on premises and arrange for any repairs to be carried out promptly by the Council's maintenance/caretaker staff or outside contractors, as appropriate. Requisition minor works orders and purchasing supplies/equipment.

To act as the premises licence holder/DPS in accordance with the Licensing Act 2003 and oversee the management of the Council's Bar functions. To be fully conversant with the conditions attached to the operating licences including the premises licence and to ensure these are strictly adhered to.

To ensure the safe day-to-day operation of the Town Hall including the management of building usage, staff and contractors, in line with all appropriate legislation including Health and Safety and Fire Regulations, policies and procedures.

Events

Organise and co-ordinate the development of a year-round programme of sustainable cultural activities, festivals, civic functions and events which meet with the aims and objectives of the Council and which are accessible to the whole community.

To draw-up a marketing plan for the Town Hall and work with the Clerk and Deputy Town Clerk to produce marketing material publicising the Public Halls and Council sponsored events. Also be involved with promotion via the Council's website and APP, as well as social media and other medium

To draw-up and implement a programme of Council sponsored entertainment events, in accordance with agreed policy and budget limitations. This includes compiling and arranging publicity material/advertisements and enlisting sponsorship in conjunction with the Clerk and Deputy Clerk.

Engage with partner organisations to ensure that all events are produced at the highest level of quality by liaising with and influencing event organisers. Ensure that all event management plans, risk assessments and health and safety plans etc are fit for purpose and provide assistance where necessary.

To be present at key events taking place and help to ensure necessary, health and safety, traffic management measures and public safety measures are in place as required.

To ensure that the invoicing process for events at council property is enacted in line with Council financial procedures.

To monitor participation in activities to assess the impact of the resources deployed.

General

Undertake other duties that are commensurate with the nature and grade of the post.

Willing to undertake continuous professional development and take responsibility for own learning and development needs.

Adhere to and implementing the Town Council's policies and procedures, including those around equalities and diversity

Facilities and Events Manager Chipping Norton Town Council

Person Specification

Education and Qualifications

Essential

- 'A' level or equivalent academic qualifications, or relevant experience

Desirable

- A local government qualification such as ILCA or CILCA or willingness to undertake such a course with one year of appointment.

Experience

Essential

- Experience of venue management and of organising events.
- Experience of working in a customer-facing role, including handling all customer queries, administration and troubleshooting as required is essential.
- Proven people management skills and experience of leading teams.

Desirable

- Well-grounded experience of managing a listed public building.
- Health and safety knowledge, especially of its practical application within the context of both a venue, and live events.
- Ability to write thorough event plans, risk assessments and method statements.
- Top rate customer service skills, with proven experience in managing relationships with a diverse range of stakeholders.
- Experience of writing successful grant funding bids.

Skills and Knowledge

Essential

- The ability to maximise commercial income in a public organisation.
- An active team player with the ability to work collaboratively to achieve short and long-term Organisational requirements and ambitions.
- Experience of managing budgets and finances
- Complete understanding of H&S in the workplace
- Solid administration experience in planned preventative maintenance
- Positive people management skills and able to lead a team effectively
- Procurement and contract management, managing contractors

Desirable

- Knowledge of licensing laws.
- First aid qualification.
- IOSH/Health & Safety qualification.
- Ability to develop venue management systems as required.

Behaviours

- Positive approach and "can-do" attitude
- Ability to adapt to changing circumstances
- Ability to manage own workload and responding flexibly to changing needs and demands

- A commitment to valuing diversity and equality, and to respecting residents, councillors and colleagues in all relationships and aspects of service delivery
- Ability and willingness to attend meetings and events in out-of-office hours