



# Role Profile and Person Specification

## Christchurch Town Council

Position	<b>Events Assistant - Casual Basis</b>	
Reports To	Mayor's Secretary	
Contribution to Council Strategy	To provide assistance to the Town Council only at Town Council events and functions and/or where invited, such as hosting and deputising for the Macebearer when unavailable.	
Grade SCP 3	SCP 3 £18,562 (£9.65 p/h) Zero hours and casual basis	November 2021
Your role delivers:	<ul style="list-style-type: none"> <li>To undertake attendance at events and/or functions and perform tasks such as reception and hosting of guests, and any other associated task as business needs require.</li> <li>To liaise with the Mayor's Secretary as to timings and attendance where required to support events and functions.</li> <li>Deputise for the Macebearer in his/her absence.</li> <li>To perform tasks relating to events and/or functions as and when required and directed.</li> </ul>	
You have these essential criteria for the role:	<ul style="list-style-type: none"> <li>5 GCSE's (Grades A-E) or equivalents (including English and Maths)</li> <li>3 years' experience in a support role in Local Government and/or the public sector</li> </ul>	
You may also have these desirable criteria for the role:	<ul style="list-style-type: none"> <li>Previous experience of managing events hospitality</li> <li>Knowledge of the Town Council and its procedures and functions</li> </ul>	
Your role manages:	No direct line-management requirements.	
Your role impacts:	<ul style="list-style-type: none"> <li>External stakeholders including dignitaries</li> <li>Internally the organisation and management of the diary and calendar of the Town Council and Mayor</li> </ul>	



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Your role connects you with:	<ul style="list-style-type: none"> <li>• The Unitary Authority – BCP Council</li> <li>• External customers and clients.</li> <li>• Internal Officers and Councillors.</li> <li>• Voluntary and Charitable Groups</li> </ul>
Success in the role means:	<ul style="list-style-type: none"> <li>• Delivering a well-managed events diary.</li> <li>• Supporting civic events and hosting of visitors to the Mayoralty and Town.</li> <li>• Performing duties when tasked and required in a timely fashion.</li> </ul>
Your role regularly includes:	<ul style="list-style-type: none"> <li>• Being adaptable and flexible when required including attendance at events if necessary</li> <li>• Liaising with the Mayor’s Secretary and other external stakeholders.</li> </ul>
Your key inputs into the role are:	<ul style="list-style-type: none"> <li>• Acting with integrity and decorum</li> <li>• Ability to be flexible and accommodating</li> </ul>
All members of staff are required to:	<ul style="list-style-type: none"> <li>• Comply with all statutory requirements and regulations, and policies and procedures of the Council within the remit of the post</li> <li>• Be responsible for making themselves familiar with the Council’s health and safety policy and fulfilling any duties, responsibilities or tasks relevant to the post</li> <li>• Contribute to Risk Management, including Financial Management practices within the remit of the post</li> <li>• Comply fully with the Data Protection Act 2018 and the Equality Act 2020</li> <li>• To actively participate in both corporate and post specific learning and development activities and to continually develop skills and abilities within the role</li> <li>• To contribute to a work environment in which everyone is treated with dignity, respect, courtesy and fairness and where all employee behaviour is in line with the Council’s values</li> <li>• Be available for evening meetings as and when appropriate according the Council’s calendar of meetings.</li> </ul>



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Other role requirements:	
DBS Check	Not a requirement of the role
Travel	Full UK Driving Licence required for this role – Mileage paid at HMRC rate
Politically Restricted Post	This post is not politically restricted under the Local Government and Housing Act 1989 and the Local Government Officers (Political Restrictions) Regulations 1990
Statutory Post	This post is not a statutory post under the Local Government and Housing Act 1989 and Local Government Act 1972