



**Job title:** Committee and Event Support Officer  
**Responsible to:** Town Clerk  
**Organisation:** Bognor Regis Town Council  
**Place of work:** Town Hall, Bognor Regis  
**Hours of work:** 37 hours

**The purpose of the job and its primary objectives:**

The role of the Committee and Event Support Officer is to assist in the administration of the Committees and to support the Events Officer in the planning, preparation and implementation of Town Council events. This document does not constitute a full 'Job Specification' and is therefore not an exhaustive list of duties, but rather indicates the main areas of activity.

**The main duties of the post:**

Support to the Community Engagement and Environment Committee (CE&E) and the Events, Promotions and Leisure Committee (EP&L) including:

- Supporting the Committee Clerks in the preparation of Agendas for circulation and distribution
- Supporting the Committee Clerks in the preparation of Notes/Minutes for circulation and distribution
- All necessary correspondence, projects, research and actions arising relating to Committees/Sub-Committees/Working Groups, in liaison with the appropriate Committee Clerk
- Support in day to day administration of relevant Committees

Support to the Planning and Licensing Committee including the preparation of Agendas, Reports and Minutes for circulation and distribution. All necessary correspondence, projects, research and actions arising relating to the Planning and Licensing Committee. Attendance at these Meetings with the intention that, once enough experience is gained, the Committee and Event Support Officer would manage the Planning and Licensing Committee on their own.

Supporting the Events Officer in all aspects of event planning, preparation including attendance at all Town Council events.

Managing Town Council Allotments, including:

- Day to day running of allotments in liaison with Tenant Representatives, including issuing Notice to Cultivate & Notice to Quit notices
- Site visits – new tenants, maintenance and H & S checks
- Preparation and completion of documentation, including tenants agreements, key deposits and holding fees, plus collection of fees
- Preparation of paperwork for annual AGM, clerking of meeting and production of Minutes
- Preparation of paperwork for bi-annual meetings, clerking the Sub-Committee and issuing Minutes
- Preparation for the annual awards, including paperwork for judges and organisation of awards evening
- Preparation of regular newsletters and updates to tenants

Administration of Town Council's website, Facebook and Twitter under supervision of the Civic & Office Manager.

Responding to queries from members of the public, Councillors, staff and other organisations.

Maintenance of Town Council databases and other information sources.

Answering the phones, passing on calls as appropriate, and dealing efficiently and courteously with enquiries from Councillors and the general public, directing them to the appropriate authorities if the subject is outside the scope of the Town Council.

Preparing documents for website.

Logging of incoming post and dealing with outgoing post (if required).

Maintaining office filing systems including Contacts database.

Dealing with general correspondence.

Produce relevant working maps using the Council's preferred mapping system for all departments.

Set up and maintain spreadsheets for monitoring of Council questionnaires/surveys.

Organise Christmas Trees including liaison with sponsors, purchase, delivery (inc. liaison with Town Force Manager) and invoicing.

Assisting the Town Council office from time to time with the organisation of civic events.

Attendance if and when required, at civic functions, attended by the Mayor and Members of the Council.

Support in compilation of correspondence for Policy and Resources Committee and Council.

Setting up of the venue for all Committee Meetings.

Organisation of surgeries/public engagement in liaison with the Projects Officer.

**Other functions**

Attending meetings and training courses as may be necessary or helpful in developing your career.

To be aware of and comply with current Health & Safety Regulations and the Town Council's Health & Safety policies and procedures as they relate to the duties and responsibilities of the post.

Carry out other such duties as requested from time to time by the Town Clerk or line manager as may be reasonably allocated to the post holder and that are commensurate with the grading and responsibilities of the post.