



**Job title:** Event Admin and Support Officer  
**Responsible to:** Town Clerk  
**Organisation:** Bognor Regis Town Council  
**Place of work:** Town Hall, Bognor Regis  
**Hours of work:** 60 hours per month (flexible working)

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

We have an opportunity to join our events team on a flexible basis and weekend/evening availability is a must at certain times of the year. The role of the Event Admin and Support Officer is to assist in the administration and delivery of Town Council organised events. Supporting the Events Officer in the planning, preparation and implementation of Town Council events, such as the classic car show 'Drive Through Time', and children's activities during our summertime 'Funshine Days'.

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 Events Officer including:

- assisting in preparing proposals for Town Council events, and in drafting reports for Events, Promotion and Leisure Committee Meetings at which attendance may be required in the absence of the Events Officer
- all aspects of event planning, including assisting with the preparation of Event Management Plans and Risk Assessments under the guidance of the Events Officer
- submitting Event Application Forms to Arun District Council for events, where necessary, in the absence of the Events Officer and in liaison with the Assistant Clerk
- assisting to create content and managing the Town Council events social media channels, update Town Council website on events
- attending and assisting with delivery of Town Council events, this will include some weekend work and unsociable hours, with time off in lieu

Handling of telephone and written enquiries about events.

Maintaining office filing systems (if required).

Liaising with the District Council, County Council and others on event issues.

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, which may include evenings and weekends.

**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.