



Event Duty Officer - Bognor Regis Town Council

Council: Bognor Regis Town Council

County: West Sussex

Salary: £24,790 - £27,269 (pro rata)

Hours: 30 hours per week

Closing Date: by no later than 9am on Friday 14th March 2025

Bognor Regis is a small seaside town with a population of c.27, 000 in the five wards of the town in the county of West Sussex. It is a very pleasant coastal town with many sites of historical interest nearby and is nationally recognised as being one of the sunniest towns in Great Britain.

This is an exciting new opportunity, on a 6-month fixed term contract running from 1st May until 31st October, for someone to assist with the delivery of Town Council events. The ideal candidate will demonstrate an enthusiasm to work with members of the public, of all ages, ensuring that they enjoy our events.

We are looking to hear from a confident and friendly individual to join our team, who has excellent interpersonal skills and a 'can do' attitude.

The post will require some weekend work and unsociable hours, with time off in lieu.

Day-to-day activities will include supporting the Events Manager with the continuous preparation for events, familiarisation with relevant Event Management Plans and Risk Assessments for each Town Council event, attending and overseeing the delivery of Town Council events, acting as the primary point of contact, and providing feedback to the Events Manager upon the conclusion of events. This list is not exhaustive, please refer to the job description and person specification for more details.

The successful applicant will be an excellent communicator and be able to work on their own initiative when required.

The post is 30 hours per week and will be based at the Town Council offices in the Town Hall, with events taking place in and around the Town Centre.

We offer an excellent benefits package including competitive salary and local government pension scheme. As an employer we are committed to equality of opportunity for all our residents and staff and there may be future opportunities in line with the Council's policy on succession planning.

Application forms are available on the website: www.bognorregis.gov.uk or email bognortc@bognorregis.gov.uk or phone 01243 867744. Please note that CVs alone will not be accepted, applicants must complete and return an application form to apply.