



CIVIC & EVENTS OFFICER Job Description

REPORTS TO: MEETINGS & PROJECTS OFFICER

MAIN PURPOSE OF POST

Reporting to the Meetings & Projects Officer, the Civic & Events Officer will play a key role in leading and representing Peacehaven Town Council in its next phase of growth and development.

They will take particular responsibility for:

- Being responsible for the managements and delivery of Community & Civic Events for Peacehaven Town Council
- Advising Council on Civic Protocol and overseeing the Civic function of the Council.
- Working to ensuring there is a systematic, successful and sustained approach to stakeholder engagement.
- Providing committee support to the Civic & Community Events Committee, by ensuring the production of its meetings agendas & papers, attending meetings and tracking and reporting on progress of events/actions.
- Providing support to the Mayor & Deputy Mayor (M&D) of Peacehaven Town Council in relation to the delivery of their Civic duties.

DUTIES AND RESPONSIBILITIES

EVENTS

- Assist in the development of, implement and evaluate policies and procedures for PTC & Mayoral events
- Deliver event plans for each event under the remit to include event requirement and aims, situation analysis, budget planning, funding, all resources, the co-ordination of set-up and breakdowns and post-event evaluation
- Ensure all documentation is received and relevant from all Hirers and Hirers are provided with relevant Terms and Conditions for hiring PTC's assets, working with the Information & Community Facilities Officer.
- Ensure all Council events comply with all health and safety requirements and statutory and regulatory requirements as well as conducting risk assessments
- Keep an up-to-date, fully compiled spreadsheet of all activities taking place throughout all PTC facilities and venues
- To attend Civic functions, Events and Committee meetings, where appropriate

- Preparing agendas and papers for the Community and Civic Events Committee meeting, attend meetings, and track report on progress or events/ actions.

CIVIC

- To provide support to the Mayor & Deputy Mayor (M&D) of the Town Council in relation to the delivery of the civic duties, ensuring all necessary arrangements are in place for the M&D to fulfil their engagements.
- To provide support to the M&D in respect of managing, organising, prioritising and co-ordinating the programme of civic engagements and commitments
- To act as first point of contact receiving all requests for official engagements and ensuring that all related correspondence and other communications are dealt with appropriately on behalf of the M&D
- To be responsible for the authorisation and approval of the use of the Civic Chains
- To manage the youth Mayor and co-ordinate with PCS regarding elections
- To liaise with the Town Crier
- Provide advice on protocol and the Council's requirements regarding the organisation of Mayor's events
- To provide council with details, protocol & procedures relating to a Royal death – to specifically advise the Mayor of his/her duties when this/her may happen
- To provide advice on the appropriate 'dress code' for civic duties, as necessary, and whether the Chains of Office should be worn
- Write speeches on behalf of the Mayor/Deputy if required
- To undertake the financial administration of the Mayor's Fund, including processing payments, contributions and donations, reconciling budgets, requesting petty cash, raising purchase orders and working within budget
- To attend Civic functions where appropriate
- To ensure that agreed Council policies, appropriate standing orders and financial regulations are followed in the performance of the duties of the post
- On behalf of the Mayor, organise an Annual Civic Service, End of term Reception & 3 other events as detailed in the Mayors Handbook. To co-ordinate & organise with the team & to report to the Civic & Events Committee on the recommendations