

## JOB DESCRIPTION

SECTION ONE		
KETTERING TOWN COUNCIL	<b>Post Title:</b>	Deputy Clerk, Events and Communications
	<b>Grade/Pay:</b>	£17/hr plus £8 extra at weekends
	<b>Hours/week</b>	16
	<b>Post Number:</b>	002

SECTION TWO
<p><b>Responsible to:-</b> Town Clerk</p> <p><b>Responsible for –</b></p> <ul style="list-style-type: none"><li>- Any casual staff employed on events.</li><li>- Ensuring that all events comply with financial, licencing, and safety requirements.</li><li>- Any resources, assets and equipment owned by or used by the Town Council in the course of their duties.</li></ul>

SECTION THREE – Overall purpose of job
To organize events sponsored or paid for by Kettering Town Council and to lead the Council's communications and engagement work across all its activities. To support the Mayor in their role.

SECTION FOUR – Principal Responsibilities
<p><b>ROLE</b></p> <ol style="list-style-type: none"><li>1. To devise, plan, publicise and deliver a programme of public events which benefit the people of Kettering, in conjunction with the Clerk and with elected councillors.</li><li>2. To manage and improve the Council's website and keep it up to date and relevant.</li><li>3. To develop a social media presence for the Council</li><li>4. To support consultation and engagement exercises carried out by the Town Council,</li><li>5. To act as Mayor's secretary</li><li>6. To support, and deputise for, the Clerk where necessary and appropriate</li></ol> <p><b>DUTIES</b></p> <ul style="list-style-type: none"><li>• Lead on the booking of events ensuring the suitability of the facilities provided for these specific events. In making these bookings you will ensure that appropriate copies of adequate insurance, risk assessments, licences and other relevant permissions in a timely manner and recording these.</li></ul>

- To work with the Town Clerk to protect the Council's financial interests. To assist with the recovery of outstanding sums relating to those invoices.
- To support the organising and safe running of Town Council events. This will include ensuring events run by the Town Council are suitably insured and risk assessed, with an appropriate licence. You will also be expected to manage Town Council events to ensure its smooth and safe running.
- To help organise and promote Town Council representation at community events inside Kettering.
- To promote the Town Council's facilities and events to the wider public. This may include creating promotional material and posting on the Town Council's Social Media accounts and coordinating with the Print and Broadcast Media.
- When necessary, attend any Council meetings relevant to events and help provide Town Councillors with accurate information about Council events. Maintain up-to-date knowledge of the legal and regulatory requirements as it applies to events. You will be supported by the Town Council in receiving ongoing training to meet this objective.
- To keep the Council's website up to date and relevant, and monitor its usage, and develop it as a tool for consultation and engagement as well as information provision.
- To develop a social media presence for the council, and work closely with North Northamptonshire Council colleagues in populating the This is Kettering account, in order to publicise events and initiatives and consultations, and provide timely information to the people of Kettering about the work of the Town Council.
- To support consultation exercises conducted by the Council from time to time, in order to maximise responses and make it easy for people to respond. To capture the responses made for use by Councillors.
- To plan and arrange the Annual Town Meeting in May each year and up to three further Town Meetings events each year, to enable discussion on general and themed bases about matters affecting those who work in, live in or visit Kettering.
- To provide the Mayor and Deputy Mayor with an administrative support service, liaise with organisations requesting the Mayor's or Deputy Mayor's attendance at events, and to organise events hosted by the Mayor, ensuring the Mayor has what they need to represent the Council and the area

**SECTION FIVE – Main levels of contact**

**Internal:** The Mayor and Elected Town Councillors. Any staff employed by KTC

**External**

- Office holders such as the Lord Lieutenant and High Sheriff, and their offices
- Officers of North Northamptonshire Council
- Local organisations and groups
- Members of the public
- Suppliers and contractors
- Press/media

**SECTION SIX – Special features of the post**

**Salary:** 16 hours per week at £17 per hour, with some weekend and evening work, with £25 per hour for weekend working

**Leave** 25 days paid leave a year, pro rata plus bank holidays

**Vehicle** You need your own car and a clean licence. The Town Council’s mileage rate is 45p per mile

**Pension** – you may be enrolled onto the Northamptonshire local government pension scheme if you choose

**Out of hours working** to support events and some committee or Council meetings is expected.

**Period of notice** – one month either side

**SECTION SEVEN**

Job Description prepared by M Hammond

3<sup>rd</sup> February 2022

Approved by Staffing Committee

3<sup>rd</sup> February 2022

Agreed by: (Post holder) .....

Date .....